

CLEAN AIR COUNCIL

Job Opportunity: Canvass Director

Job Category: Outreach/fundraising

Schedule Type: Full Time

Application Deadline: Position available immediately and will be closed when filled.

Clean Air Council strongly encourages people of color, women, LGBTQ individuals, and those with disabilities to apply.

About the Council

Clean Air Council is a member- supported, non-profit environmental organization dedicated to protecting everyone's right to breathe clean air. The Council works through public education, community advocacy, and government oversight to ensure enforcement of environmental laws. The Council operates a year round door-to-door canvass to educate the public about Council activities and to recruit new members. The Canvass Director will work under and report to the Executive Director.

Brief Position Description

The Council seeks to hire a Canvass Director to lead the Clean Air Council's door-to-door, canvass. The Canvass Director will work closely with the Membership Coordinator and the Executive Director to meaningfully increase membership, donations, and the major donor list. The Canvass Director may at time times work on specific campaigns to get signatures for petitions and other advocacy programs. The Canvass Director will be required to hire, train, and maintain the canvass and effectively manage turf to maximize the Council's outreach efforts.

Job Responsibilities

- Recruit, hire, and train canvassers (goal of an average of 10 to 15 canvassers)
- Effectively manage canvass turf: coordinate with other canvasses, create maps, cut and manage turf to assure maximum outreach coverage
- Manage transportation to and from turf
- Maintain an organized office: Calculate nightly totals and payroll, maintain and track staff benefits, and keep a staff schedule.
- Report back to the Executive Director about canvass performance
- Keep canvass up to date with programmatic work; arrange briefings by program staff.
- Create past member lists
- Ensure canvass remains profitable

- Must canvass in the field at least 4 days per week with canvass team
- Collaborate with Membership Coordinator on fundraising initiatives.

Qualifications

An ideal candidate will possess the following skills and experience. Applicant should have 3-5 years of canvass experience including some leadership experience; applicant should have experience in developing, managing and supervising a field canvass capable of delivering Clean Air Council's mission. Applicant should be able to work well in group and one-on-one situations. The Canvass Director should be an excellent public speaker and excel in field canvass performance. The applicant should have good time management skills and be able to demonstrate administrative and record keeping capabilities.

Other Skills and Requirements

- Must have previous experience in a canvass leadership position
- Strong communications and motivational skills
- Commitment to the Council's mission and programs
- Team player
- Leadership skills
- Strong self-direction

Compensation and Benefits: Pay is commensurate with experience. Benefits include health insurance, dental, paid vacation and paid sick time.

How to Apply:

Please read carefully and follow instructions. Failure to do so may result in the application not being reviewed due to it being lost and/or may delay the review process.

Interested applicants should send cover letter and resume to Joseph Minott, Executive Director at joe_minott@cleanair.org. Please cc: John Lee jlee@cleanair.org and use the subject line: "CAC Canvass Director Application_LAST NAME." **Please submit all documents as PDFs file(s) formatted: "Lastname_Firstname_Filename" (e.g. Smith_Jon_Resume).** Applications will be accepted until position is filled. Interviews will begin immediately.