



North Dakota Native Vote  
PO Box 226  
Bismarck, North Dakota 58501  
[www.ndnativevote.org](http://www.ndnativevote.org)

North Dakota Native Vote (NDNV) Field Director is responsible for the development and management of assigned field campaigns and year round field activities. The Field Director works closely with NDNV Executive Director and coordinates with NDNV Field Organizers and integrates state and local campaign work with assigned priorities.

The Field Director is a supervisory position that works under the Executive Director. The Field Director must work and align with the mission and vision of North Dakota Native Vote.

Duties include:

- Work with the Executive Director to determine campaign field strategy, meet grant deliverables, and goals for specific campaigns
- Implement, adjust, and follow comprehensive, data driven field plans
- Conceptualize and construct plans for field operations including grants, field budgets, work plans and overall timelines
- Set, meet and exceed benchmarks for voter contact, volunteer recruitment, grassroots engagement and GOTV
- Establish a strong professional culture within the organization that is focused on accountability, specific goals, innovation and sense of purpose
- Coordinate field organizing with fundraising operations by regular communications with field organizers on progress-to-goals
- Ensure there is a feedback loop of timely information, which could shape strategy
- Establish accountability systems in the field to ensure that goals are met
- Prepare and submit regular reports as requested
- Attend weekly meetings with Executive Director and all field staff to ensure goals and objectives are being met
- Other duties assigned

Qualifications

- Bachelor's Degree preferred
- Experience managing and training field staff
- Experience designing, maintaining and improving a goal oriented accountability structure without compromising staff autonomy or innovation
- Ability to handle multiple projects simultaneously, meeting frequent deadlines
- Strong communication skills with attention to detail
- Ability to work independently within context of a plan
- Interpersonal and leadership skills; successful at motivating staff to meet recruitment and supporter/voter contact goals
- Excellent listening, interpersonal, communication and problem solving skills
- Effective time management skills, including prioritizing and managing multiple tasks, and demonstrated experience in developing campaign and personal work plans and goal tracking



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- Experience in community organizing
- Strong working knowledge of federal, state and municipal legislative processes
- Ability to travel on a regular basis as needed, and for extended periods of time
- Computer proficiency is required: email, internet, database/spreadsheet, word processing, and web conferencing.

Salary is negotiable based on experience. **How to apply:** send a resume, three references, and a writing sample to Nicole Donaghy at [ndonaghy@ndnativevote.org](mailto:ndonaghy@ndnativevote.org). North Dakota Native Vote is an Equal Opportunity Employer.

Our mission: North Dakota Native Vote works to engage tribal members in constructing a representative democracy by working in reservation communities and urban areas to create and affect policy and equal representation for the Native people of North Dakota. We do this by fostering sustainable, positive, social change in our communities through community organizing, mobilization, leadership development, education, civic engagement, and public policy advocacy.