

Part-Time Contract Stewardship and Civic Engagement Coordinator – Council Bluffs

Summary

The Part-Time Contract Stewardship and Civic Engagement Coordinator will split their time between two contracts, one with One Iowa and one with One Iowa Action. These contracts and duties are described in more detail below.

The ideal candidate is highly self-motivated, professional, and connected to LGBTQ, political, and business communities in the Council Bluffs area. This position averages 20 hours/week.

Required Skills:

- Minimum of 2+ years of experience in organizing, political engagement, event planning, and fundraising.
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software
- Strong organizational project management and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills

One Iowa Contract – 501(c)3:

Responsibilities and Duties

- Manage, organize, and recruit for LGBTQ advisory council in Council Bluffs.
- Plan and coordinate LGBTQ Workplace Culture Summit in Council Bluffs area.
- Develop and sustain relationships with businesses, community organizations, and other community members in Council Bluffs.
- Execute development plan for the organization in collaboration with the Executive Director.
- Steward current and new donors/supporters to increase engagement and overall fundraising through one-on-one meetings, groups, events, and other forms of communication.

One Iowa Action Contract – 501(c)4:

Responsibilities and Duties

- Recruit, train, and support an active civic engagement team of individuals and organizations that work together to expand the number of pro-LGBTQ individuals who vote and run for office.
- Develop a strong get out the vote (GOTV) regional network.
- Build partnerships with allied groups and political organizations to build an inclusive community that does not tolerate discrimination.
- Plan and coordinate regional civic engagement and political events.
- Support fundraising in the region through one-on-one meetings, groups, events, and other forms of communication that enable the regional program to sustain and grow.

Please send cover letter, resume, and other materials to be included in consideration for this contract position to keenan@oneiowa.org. Application materials will be accepted on a rolling basis until the position is filled.