

**2020-2021 IGNITE Fellow****About IGNITE**

IGNITE is a national, non-partisan 501c3 that is building a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands-on training and work opportunities, and a peer network of women who support each other's aspirations.

**IGNITE Structure**

IGNITE has a national office (located in Oakland, CA) that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and writing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff collaborates across the country. So while this position reports to the Regional Program Director, she will need to maintain positive, collaborative relationships with program staff in other parts of the country.

**Position Description**

Under the supervision of the Regional Program Director, the Fellow is responsible for the development and implementation of regional college programming within her placement

**College Programs**

- Organize and recruit college women on campuses
- Develop, create and provide program oversight for the College Council with a target of engaging 20-30 students from at least 5 universities across the region throughout the academic year
- Coordinate college council programming with direction from Regional Program Directors – solicit and secure speakers, trainers; manage logistics for space and food
- Provide bi-monthly communication with College Council
- Help college leaders launch and sustain College Chapters at their prospective campus (i.e. identifying an advisor, two student campus leaders and becoming recognized on campus)
- Visit college chapters at least once a semester to ensure program delivery
- Work with statewide programs team for the IGNITE the Capitol trip that brings young women from across the state for legislative advocacy training and shadowing

### **Fundraising and Communications**

- Support National team in fundraising campaigns throughout the year
- Work with the communications team to highlight programming throughout the year

### **Program Administration**

- All fellows will receive a weekly reflecting and planning document to record their work on a weekly basis. It is mandatory that these are completed and shared with your direct supervisor between Sunday and Monday no later than 12 pm PST. These documents will be read by your direct supervisor prior to your weekly check-in and will be used to guide the meeting.
- Fellows will facilitate and track quarterly chapter evaluations
- Fellows will be responsible for tracking their work and collecting data from their college chapters
- Fellows will also be tracking:
  - Boards and Commission - college leaders who have applied and who have been appointed
  - Internship and Jobs - college leaders who work with Elected Leaders
  - Campaigns - college leaders who work on campaigns
  - Runs for office - college leaders who are running for office on their campuses and in their communities

### **Other Administrative Duties**

- Support IGNITE National as needed
- Support IGNITE fundraising efforts as needed

### **Supervision and Support**

All IGNITE Fellows will report to their direct supervisor as listed below. Fellows are responsible for weekly communication to ensure they are meeting program benchmarks. IGNITE will provide each Fellow with extensive training and ongoing coaching and supervision. Fellows MUST attend ALL scheduled trainings.

- Your direct supervisor will schedule mandatory weekly check-ins with you to talk about programming, brainstorm solutions and follow up with any upcoming events.
- They will provide you with a mandatory weekly reflection tool to be completed each week by Sunday evening or Monday morning

### **Training**

IGNITE provides intensive training to ensure our team members are successful in their roles. Each Fellow will receive direct supervision from a Regional Program Director.

- August 30 - Sept 6, 2020: Fellows will launch the year with a week-long orientation in the San Francisco Bay Area, featuring political leadership training and meetings with prominent elected women leaders.
- Sept - Oct 2020: Fellows will be visited by an IGNITE staff member
- Nov 2020: Fellows will convene in small regional groups for training
- Jan - Feb 2021: Fellows will participate in midyear regional retreats for support and additional training
- June 2021: The IGNITE Fellowship culminates in Washington D.C. where the cohort attends our annual national conference, Young Women Run. Fellows will meet with Congressional Leaders, high-level policymakers, and advocacy groups engaged in the policy process.
- Monthly on the last Tuesday at 4 pm EST: Fellows will be required to participate in a virtual professional development.

#### Qualifications

- Prior organizing experience - proven track record of relationship building via in person and phone contact consistently
- Prior program experience (2 or more years)
- Prior meeting planning or program admin/coordination experience preferred
- Strong project management skills with prior experience managing complex and/or multifaceted programs with measurable successes and program growth
- Strong communication, administration, organization, coordination and analytical skills essential
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Excellent verbal, interpersonal and written communication skills
- Computer literate, fully proficient with MS Office suite, above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus
- An affinity for working with a culturally and politically diverse community
- Ability to physically bend, push, stand and walk; must be able upon occasion to move or lift approximately 25 pounds

#### Time Commitment and Pay:

August 17, 2020 to June 30th, 2021

Fellows will be paid \$12,000 across the year of service