



**FAIRVOTE**  
**MANAGING DIRECTOR**  
<http://www.fairvote.org>

**The Organization:**

FairVote is a nonpartisan 501(c)(3) organization and champion of electoral reforms that give voters greater choice, a stronger voice, and a representative democracy that works for all Americans. Seeking to be the catalyst for state and national change, it develops the analysis and educational tools needed by its partners to advance and support reform and shape conversation about our democracy.

FairVote has grown to a current annual budget of three million dollars, with significant potential for further growth. It has more than 20 staffers, a vibrant network of reform allies, and a large media footprint that reflects growing appreciation of the power and viability of its proposals. The team today is the driving force behind ranked choice voting as it wins in cities and states and is debated in Congress in the form of the Fair Representation Act.

***History***

Founded in 1992 and operating for many years as the Center for Voting and Democracy, FairVote changed its name in 2004 to reflect its reform vision. It has played a central role in early strategic advocacy of such proposals as redistricting reform, automatic voter registration, 16-year-old voter preregistration, 17-year-old voting in primaries, a constitutional right to vote, and the National Popular Vote plan for president. FairVote expects to focus on ranked choice voting as its central goal for the coming decade due to the combination of the reform's impact and ability to draw support from across the spectrum.

***Ranked Choice Voting/Instant Runoff***

Ranked choice voting (RCV) gives voters more power to be heard and fairer representation. Voters can rank as many candidates as they want in order of choice, and ballots initially count for their first choices. The tally simulates a series of "instant runoffs," with the candidates with the fewest votes defeated and their ballots going to their next choice. When used to elect a mayor, Senator or governor, candidates must earn the support of a majority of voters against their top opponents. When used to elect more than one candidate in a city council, state legislature or Congress, RCV more fairly represents the full spectrum of voters. RCV makes politics more civil because successful candidates must attract strong first-choice support while also seeking to be the backup choice of supporters of other candidates.

*We believe there are simple, commonsense ways to strengthen our democracy and ensure all voices are heard, all views are respected, and every vote really counts. That's why we work to study these problems, develop practical solutions, and work with national, state and local partners to advance reforms that result in fair elections.*



**The Role:**

**Location:** Takoma Park, MD

**Reports to:** President & CEO

**Team:** Five department directors  
(Outreach, Media Relations, Law & Policy, Development, Operations)

**Position Summary:**

The Managing Director will run day-to-day operations at FairVote and partner with the President & CEO to ensure FairVote's consistent achievement of its mission, organizational and financial stability, legal compliance, and function.

**Key Responsibilities:**

- Manage a complex and growing organization efficiently.
- Oversee operational and project planning; hold senior leaders accountable for ensuring the successful implementation of programs, fundraising, partnerships and development initiatives, and to expand the awareness and impact of FairVote's mission.
- Lead, supervise, motivate, and coach staff members.
- Communicate effectively, in both verbal and written forms, internally and externally.
- Engage effectively with diverse staff and reform allies.
- Take initiative and identify and solves problems proactively.
- Translate organizational goals into concrete actions.
- Bring insights to the organization's goals for saving American democracy through progress at a national, state, and local level.

***Internal Leadership & Project Management***

- Work closely with the President on the overall management of FairVote.
- Build and nurture an organizational culture that is grounded in a shared vision, team work and accountability, supported by mutual respect, and unrelenting in its pursuit of quality.
- Assist and advise the President in developing, communicating, and implementing organizational goals, values, and policies.
- Assist in building/managing best-in-class operational, financial, and human resources systems to support the team for impact and ensure a sustainable business model
- Manage the organization's work to ensure that FairVote's projects are well-organized and tasks are effectively delegated to meet project goals.
- Ensure timely and accurate reporting of all grant-specified metrics.

- Recruit and retain competent, qualified staff, supervise and coach employees, including their professional development and growth, and build a positive culture of respect and team support.
- Oversee and embrace a comprehensive approach to diversity, equity, and inclusion.
- Provide fiscal management that anticipates operating within an approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Maintain consistent communication with the President and with Board committees.

### ***Strategic Planning***

- Partner with the President to update and execute a strategic plan for the organization.
- Develop and effectively implement strategy to lay the groundwork for broad impact.
- Act as a change agent, engaging both internal and external stakeholders to achieve FairVote's mission and next level of impact.

### ***External Affairs***

- Maintain outreach and strategic partnerships along with the President and Outreach team,
- Support the President and Development Manager with their group and individual meetings with donors and prospects.
- Represent FairVote to partners, stakeholders, journalists, and the public.

### **The Person:**

#### ***Experience***

- 5+ years of experience managing a nonprofit organization, program or agency and/or entity that has grown rapidly
- Experience building and leading a team of 10+ members
- Nonprofit organization experience as staff member and/or board member
- Experience of and passion for seeking to bring change through national and/or state action
- Demonstrated achievement in transformative environments; adept at assessing infrastructure/operational requirements necessary to support growth and expansion.
- Excellent communication skills with 3+ years of roles requiring speaking in public settings.
- Some direct or indirect involvement in fundraising desired, but not required.

***Personal attributes:***

- Superior mentoring, professional development, people management, and leadership skills; evidence of leading change with positive outcomes; an inspiring team builder who engenders trust and builds group commitment to goals and objectives.
- Exceptional relationship-building and interpersonal skills; actively seeks input from others, at all levels of the organization, creating an atmosphere where ideas and information are easily exchanged.
- Flexibility and ability to multi-task; can work within a highly adaptive environment, while driving toward results; resourceful in setting priorities.
- Demonstration of the highest standards of ethics, integrity, respect, and humility.
- Appreciation for ranked choice voting as a transformative electoral reform.

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*FairVote is an equal opportunity employer, and welcomes qualified applicants of all races, ethnicities, physical abilities, genders, sexual orientations and political views.*

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To learn more about this opportunity, please contact:

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