



## **Job Title: Educational Program Manager & Political Director**

The Matriots is hiring an **Educational Program Manager & Political Director**. Reporting to the Matriots' CEO, the Educational Program Manager & Political Director plays a critical role in advancing the organization's sustainability, growth, and people-centered culture. This role is responsible for supporting fundraising strategy and execution while also owning the systems, experiences, and processes that shape how volunteers, interns, and partners engage with the organization. This role is essential to the Matriots PAC, Matriots Action Fund, and Matriots Education Fund. The Matriots organization is a partnership of these three independent entities.

### **Our Mission**

We endorse, encourage, and advocate for women to run, win, and uplift elected office in Ohio. Our goal is to achieve gender parity across elected offices in Ohio.

### **Position Summary**

The Educational Program Manager & Political Director is a senior, hybrid role responsible for managing educational programming across the organization and leading the organization's endorsement and candidate support work. Partnering closely with the CEO, this role ensures programs are strategically aligned, well-executed, and supported by strong data collection and grant-compliant tracking.

This position blends program management, political judgment, and data-informed decision-making in support of organizational leadership, program participants, and candidates.

### **Core Responsibilities**

#### **Educational Programming (50%)**

- Partner with the CEO to design, plan, and execute educational programming aligned with the organization's mission.
- Provide logistics coordination for educational programs, trainings, and events.
- Create and manage program work plans, timelines, and internal communications.
- Schedule and facilitate program planning meetings and post-program debriefs.
- Monitor program budgets in coordination with the CEO and operations staff.
- Ensure grant-funded educational work is accurately tracked, documented, and aligned with grant requirements.
- Collaborate with Development and Communications staff to collect meaningful stories and outcomes data from program participants.

#### **Political Director – Endorsements & Candidates (35%)**

- Lead and manage the full endorsement lifecycle in alignment with Matriots PAC and MAF guidelines.
- Maintain a strong understanding of the election landscape and political climate to inform endorsement strategy.



- Own and update the Endorsement Roadmap, policies, procedures, endorsement application, and annual endorsement calendar.
- Oversee and facilitate endorsement interviews and endorsement committee discussions.
- Synthesize interviews, committee input, and endorsement data into clear recommendations and updates for leadership.
- Analyze historical and current endorsement data to inform decision-making and continuous improvement.
- Manage communications with candidates regarding endorsement decisions and public announcements.
- Oversee candidate support activities, including toolkits, websites, Bee Strong communications, and Meet Our Candidate events.
- Coordinate with the CEO and operations staff to ensure candidate investments are executed accurately and documented appropriately.
- Supervise and support one Endorsement Fellow and coordinate the work of committees, volunteers, and partners as needed.

#### **Data Collection, Analysis & Grant Tracking (Cross-Cutting) - (15%)**

- Design and maintain systems for collecting endorsement, candidate, and program data.
- Ensure accurate and timely data entry, management, and documentation across programs.
- Analyze program and endorsement data to identify trends, gaps, and opportunities.
- Translate data into clear summaries and insights for leadership, board reporting, and grant compliance.
- Support organizational learning by using data to improve programs and processes.

#### **Other Responsibilities**

- Perform other duties as assigned by the CEO.

#### **Qualifications**

##### **Required Qualifications**

- Demonstrated ability to manage complex programs across multiple timelines and stakeholders.
- Experience in electoral politics, endorsements, candidate support, political education, or related nonprofit or advocacy work.
- Experience collecting, managing, and using qualitative and quantitative data to inform decisions and program improvements.
- Ability to synthesize interviews, program outcomes, and data into clear, decision-ready insights for leadership.
- Experience tracking outputs and outcomes for grant-funded or compliance-driven work.
- Strong facilitation, writing, and communication skills.
- Experience supervising, mentoring, or coordinating junior staff, fellows, volunteers, or committees.
- High attention to detail and operational follow-through in deadline-driven environments.
- Comfort using spreadsheets, shared databases, or CRMs to track participation, outcomes, and endorsement data.



### **Preferred Qualifications**

- Experience with political endorsement cycles or election-related data.
- Familiarity with nonprofit grant reporting or political compliance environments.
- Experience creating basic dashboards, scorecards, or visual summaries for leadership or boards.
- Background in program evaluation or continuous improvement.

### **Salary and Benefits**

This is a salaried, regular, full time, Exempt position. Salary range is \$67,000-\$77,000 including stipends and reimbursements provided for benefits and cell phone. Laptop computer provided.

Employee will receive 10 paid holidays and 120 hours PTO each year.

The Matriots office is closed between Christmas Day and New Year's Day, and employee receives paid holidays for any weekday (Monday-Friday) that occurs during that time period.

### **Hybrid Work Schedule**

This position requires one day per month in-person at the Matriots office in Columbus, Ohio plus at least one additional portion of a day in-person with the Director of Development & Operational Strategy for meetings or events (at an agreed-upon location in Northeast Ohio).

### **The Organization:**

Now is the time to join our work! The Matriots is an Ohio nonpartisan organization with both PAC and nonprofit arms. It was founded in May of 2017 by a group of women who participated in the Women's March on Washington. We believe the wellbeing of families, communities and the country is directly impacted by the economic independence, health, and safety of women. We are passionate about electing women to office and bettering the state and community.

WHY The Matriots? By electing Ohio women and leveraging our collective power to secure women's representation at all levels of state and local government, we ensure that women have equal opportunities, access, rights, and responsibilities. The Matriots is creating a model for a statewide movement that supports women engaging in the political arena. Women can and should be involved in the political process, and we empower them to use their strengths to make change.

### **Hiring Process:**

Applications will be reviewed on a rolling basis. Selected candidates may be asked to provide additional writing or work samples.