



Impact and Advocacy Manager

About IGNITE:

IGNITE is a national nonprofit working to bring the next generation of political leaders closer to power. At a time when young women and gender-expansive youth face growing threats to their safety, visibility, and voice, IGNITE exists to ensure they are not only heard but positioned to lead. We believe that those closest to society's most pressing challenges should also be closest to the decisions that shape them.

IGNITE invests in women, primarily ages 13–28, including high school and college students, early-career professionals, and young parents. Through dynamic trainings, mentorship, and leadership opportunities, participants learn how to advocate for policy change, run for office, and mobilize their communities.

Position Overview:

The Impact and Advocacy Manager plays a key role in strengthening the quality and impact of IGNITE's programs and advocacy work. This person collaborates across teams to advance program goals, leads execution and evaluation of program data, and helps build and sustain community partnerships.

Location: This position is remote with a strong preference for candidates based in Ohio or on the East Coast to best support collaboration and team needs.

Reporting Structure & Team:

The Impact and Advocacy Manager reports directly to the Chief of Strategy and Impact.

Key Responsibilities:

Program Management

- Support the IGNITE Fellowship program, including direct supervision of fellows in designated locations and assisting with annual fellows recruitment and hiring.
- Provide support for the IGNITE Internship program, in collaboration with Chief of Strategy and Impact and Senior Operations Director.
- Provide supervision for IGNITE's legislative advisory groups in California, Ohio and other priority states, meeting with the groups on a monthly basis to ensure they are meeting programmatic and project benchmarks.
- Coordinate campus chapter management (approximately 30 high school and college chapters); Fellows maintain regular check-ins with chapters, while this role provides higher-level support, including newsletter creation, training, and communication with chapter leaders.
- Respond to Development team requests for program data and outcomes needed for grant reporting, ensuring timely and accurate turnaround.
- Support the Data & Impact Manager's evaluation work by ensuring participants complete program evaluations and that data is entered accurately and on time (e.g., HubSpot, NGP VAN); provide field-level insight to help ensure IGNITE's programs stay engaging, relevant, and responsive to participants' emerging needs.
- Review and develop program curricula and training materials on an ongoing basis.

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- Lead outreach among the IGNITE community to drive attendance at trainings and events.
- Draft copy for programs-related landing pages, flyers, and other communication materials.
- Support the cultivation of relationships with current community partners; support the evaluation of opportunities to expand external partnerships.
- Monitor trends, best practices, government actions, and legislation pertaining to issue focus areas.
- Manage travel logistics for IGNITE programs and participants; travel to IGNITE markets to help host programs, support Fellows and program staff, and meet with participants.

Civic Engagement and IGNITE the Vote

- Assist with the execution of the IGNITE the Vote (ITV) campaign and other civic engagement efforts, including non-partisan voter education and Get Out the Vote (GOTV) campaigns, community education projects, to meet our national programmatic goals in the areas of civic engagement and community organizing.
- Provide appropriate training, develop educational resources and support capacity-building efforts for staff, fellows, IGNITE members, ITV Ambassadors, and program sites.
- Analyze available data on voter registration, voter turnout, and demographics to identify community needs and develop campaign strategies.
- Evaluate programmatic outcomes and data for effectiveness and impact.
- Lead and design trainings on topics such as Government 101, Boards and Commission 101, and other civic engagement themes throughout the year.

Network Management

- Work with the Chief of Strategy and Impact to help sustain IGNITE's national network program.
- Maintain and build relationships with legislative staffers and elected officials to move bills forward in the legislative process.
- Collaborate with a cross-functional IGNITE team to support IGNITE's alumni network.

Qualifications:

Required

- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus
- 2+ years of policy, advocacy, and civic engagement experience
- 2+ years of program management experience, with a track record of managing complex and/or multifaceted programs to measurable success
- Experience working in youth development organizations
- Strong administration, organization, coordination and analytical skills essential
- Ability to lead and facilitate community education and engagement meetings
- Excellent verbal, interpersonal and written communication skills
- An affinity for working with a culturally and politically diverse community
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents
- Strong technology skills, including proficiency with Google Suite, above average knowledge and proficiency with social media applications (Instagram, LinkedIn, Facebook)
- Ability to physically bend, push, stand and walk; must be able upon occasion to move or lift approximately 25 pounds

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- Extraordinary flexibility and willingness to adapt to new internal and external conditions

Preferred

- Prior supervision experience (i.e. managing interns, volunteers, etc.) preferred
- Prior meeting planning or program admin/coordination experience preferred
- Advocacy, organizing, and community education experience required, with experience in electoral/issue campaigns or GOTV work strongly preferred. Digital organizing experience is a plus.
- Experience maintaining accurate records in a CRM or voter file database (i.e. NGP VAN, HubSpot) preferred; some experience or interest in using data to inform strategy is a plus

Compensation: Manager Level 1, \$62,000.00

Benefits: IGNITE offers a comprehensive benefits package that includes medical, dental, and vision insurance; a company-sponsored 401(k) plan with employer matching opportunities; paid leave; a generous holiday, PTO and sick package; every other Friday off; and additional benefits designed to support the well-being of our employees.

Classification: Full-time, exempt, remote

IGNITE requires all employees to be vaccinated against COVID-19 within 6 weeks of their start date.

IGNITE is an Equal Opportunity Employer. We will consider applicants for positions without regard to any category protected by applicable federal, state or local law, including but not limited to: race, color, religion, sex, national origin, age, physical or mental disability, genetic information, veteran status or uniformed service member status. Women, people of color, LGBTQ people, young people, and members of other historically disenfranchised populations are strongly encouraged to apply.

How to Apply: Please submit your resume and provide thoughtful responses to three short-answer questions to be considered [using the link here](#).