

Program Manager - Civic Innovation

Position: Program Manager - Civic Innovation

Time Commitment: Full-Time or Part-Time

Location: Remote

About TurnUp Activism: TurnUp is a 501(c)(3) non-profit mobile app and organization that has embarked on a mission to build the most organized, active, competent, educated and powerful progressive grassroots activist network of young people. In 2020, as the largest and fastest-growing youth voter turnout and activism organization and mobile app, TurnUp reached 36 million young voters nationally with voter registration and election information; texted 1 million young Georgians; reached each young Georgian on social media 8x in the 6 weeks before the runoff; made 17,000 connections between young activists through the TurnUp mobile app; and trained 1,600 young activists who completed over 2,000 volunteer shifts in a 3 months long program. Youth turnout increased more than 10 points.

Position Description: Are you interested in Snapchat lenses, memes, gifs etc and how they can increase turnout? You are pioneering new ways to increase youth voter turnout! We are looking for an enthusiastic, entrepreneurial, forward-thinking and analytical Program Manager who is deeply passionate about the ability for technology and media to strengthen youth civic engagement and our democracy by increasing youth voter turnout and activism. The manager will manage all of the day-to-day operations of a project that is both creating and making investments in youth-led or youth-focused civic technology and media that have the potential to further TurnUp's mission to create historic youth voter turnout, activism, and civic engagement. Youth-led civic engagement and activism technology and media projects are relatively new and TurnUp has seen a dramatic rise in these projects (2 – 50+) in the last year so there is great potential to create and invest in them, and TurnUp has already seen success doing so.

The manager will hire, oversee and manage young people who will help develop our own new technology as well as help source potential grants in their regions. The manager will also help organize hackathons and competitions. The manager will lead analyzation, and diligence efforts on all prospective investments and incubated projects, will recommend potential new ideas and grants to the Managing Partner, and will help structure deals. The manager will also help oversee existing ideas and grants, organize and strengthen the grantee community, and assist in connecting grantees with TurnUp's

vast resources and network. The manager will support and mentor grantees, and venture fellows and have the opportunity to regularly update fund partners and advisors.

Primary Responsibilities:

- Manage the creation and incubation of new ideas/projects to increase voter turnout and activism.
- Recruit, hire and manage young people that are helping to create new technology and ideas as well as to source potential grants.
- Evaluate new ideas for increasing turnout and hire young people to work on them.
- Perform market research to help identify new grant trends and opportunities including deal screening, documentation, networking with peers and tracking and managing a pipeline of potential investments.
- Analyze and lead diligence efforts on prospective grants through gathering information, researching the market and potential competitors, talking with experts, and conducting reference checks. Collaborate with General Counsel and Financial Director to manage the process.
- Write memos to recommend potential grants or new ideas to create to the Managing Partner. Actively monitor grantees as well as incubated projects.
- Organize, strengthen and connect the community of innovators.
- Connect team members and grantees with TurnUp's vast resources and network.
- Prepare quarterly presentations and an annual presentation to regularly update the Managing Partner, fund partners and advisors.
- Support Managing Partner on administrative needs including scheduling meetings with entrepreneurs and contractors.
- Conduct monthly assessment of grantees and incubated projects through analysis of key impact and financial metrics. Update fund model tracking capital deployed and reserves available for new and follow on investments.

Qualifications:

- Demonstrated enthusiasm about democracy, voting and civic engagement, activism, and/or youth leadership.
- Outstanding analytical skills, detail-oriented, proactive and self-motivated.
- Demonstrated interest in entrepreneurship.
- Independent worker.
- Ability to manage a team.

- Strong research skills with ability to independently and creatively conduct research.
- Strong knowledge, or willingness to learn, of non-profit laws/regulations.
- General understanding of political fundraising as well as how ideas become law.
- Interest in teaching, mentoring and supporting youth-led organizations and interns.
- Self-starter.
- Good listener, good problem-solver.
- Detail-oriented and data-driven approach to all tasks, large and small.
- Well-organized and proactive.
- Able to manage multiple deadlines in a fast-paced environment.
- Strong written and verbal communication skills.
- Ability to independently and creatively conduct research.

How To Apply: Email Resume and Cover Letter to info@turnup.us with subject line "Program Manager - Civic Innovation"

Studies show that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications listed. We encourage all applicants to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, please contact us to discuss your application at **this email: [info\[@\]turnup.us](mailto:info[@]turnup.us)**

We are an equal opportunity employer. Applicants are never be disqualified nor discriminated against by race, class, religion, gender identity or expression, sexual orientation, national origin, age, veteran or disability status, criminal history, or educational attainment