



**Campaign Coordinator**  
**West Virginia Center on Budget and Policy**  
**November 2024**

***Position Overview***

The Campaign Coordinator executes an outreach and engagement plan that protects and increases support for public education by building community support, disseminating research, creating an active coalition, and garnering earned media about investing in public schools in West Virginia so that all children can thrive and feel supported.

***Who We Are***

The West Virginia Center on Budget and Policy (WVCBP) is an independent, nonprofit policy research organization dedicated to advancing policies and budgets that improve economic mobility and quality of life for all West Virginians. We serve as a trusted source of research and analysis on tax and budget issues that impact all West Virginians. We are working toward a more just and prosperous West Virginia by advocating for progressive policies that remove barriers to well-being and address inequities based in race, income, gender, and region.

***What You'll Do (Key Areas of Responsibility)***

- In coordination with the WVCBP outreach team, develop a strategic campaign plan that builds awareness and support for public education broadly and for policy interventions that increase resources for public schools;
- Represent the WVCBP in coalitions and public meetings;
- Develop and strengthen partnerships with public education stakeholders including parents' organizations, school boards, teachers and service personnel groups, and others;
- Build organizational and institutional support for the public education campaign;
- Build a list of individuals who support the campaign;
- Host on-the-ground events in school districts around the state to build networks and garner earned media about the need for fully funding public schools;

- Disseminate WVCBP school research to stakeholders, allies, and supporters;
- Train supporters to publicly speak on public education issues including at local board of education meetings and other venues; and
- Develop and disseminate regular communications to supporters.

***You might be a great fit for this job if you have a(n)***

- Strongly articulated interest in and commitment to progressive social and economic change in West Virginia;
- Detail-oriented, collaborative work style with proven experience managing deadlines effectively;
- Eagerness to meet new people and have one-on-one conversations with strangers;
- Strong oral communication skills;
- Strength in setting and managing priorities: a self-motivated, creative thinker with the ability to work both independently and as part of the team;
- Some knowledge of public policy; and
- Commitment to equity, recognizing the role of race, income, gender, and other identities in access to opportunity.

***Great to have but not totally necessary attributes***

- Existing relationships and familiarity with West Virginia public education stakeholders; and
- Some experience translating complex policies and ideas into easy-to-understand, colloquial language- both verbally and written.

***Salary and Benefits***

The WVCBP has a 37.5 hour work week; this position is full-time and benefits-eligible. The WVCBP's staff is hybrid, with in-office time vs. remote time split based on the individual employee's preference. Candidates for this position must be located in or willing to relocate to West Virginia. The salary for this position starts at \$50,000 based on qualifications and experience.

The WVCBP provides generous benefits including paying 100 percent of employee health, dental, and vision premiums and 50 percent of dependent health coverage; contributing five percent of salary to employees' retirement plans; paid family and medical leave; and generous sick, vacation, and sabbatical policies.

### ***Application Process***

To apply, please submit your application packet to [info@wvpolicy.org](mailto:info@wvpolicy.org) with the subject line “Campaign Coordinator”. Application packets received by Monday, December 2 will be prioritized. Packet should include:

- Resume
- Cover letter

*We are actively seeking to recruit diverse candidates for this position. Our goal is for the WVCPB’s team to represent the diversity found in our communities.*

*The West Virginia Center on Budget and Policy is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strives to create a positive work environment in which all employees regardless of race, ethnicity, sex, sexual orientation, gender expression, age, ability, or religious orientation can enjoy equal opportunities in hiring and employment.*

*Reasonable accommodations will be made so that qualified applicants with disabilities may participate in the application process. Please advise in writing if you require accommodations for a disability to participate in the application process with your application packet.*