

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**Affiliated with the AFL-CIO**  
**80 F St NW, Washington, DC 20001-1528**

**MEMORANDUM:** Human Resources/Vacancy #10

**DATE:** July 24, 2025

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

**FROM:** Everett B. Kelley   
National President

**SUBJECT:** Vacancy Announcement – Director of Politics and Field Mobilization, ELS,  
Advocacy Department

The purpose of this memorandum is to advise you that a vacancy exists for the position of Director of Politics and Field Mobilization in the Advocacy Department, effective immediately.

**Official Station:** National Office

The attached position description outlines the duties, qualifications, and responsibilities of the position.

All interested applicants **must submit a resume to:** [jobs@afge.org](mailto:jobs@afge.org). Attention: Vacancy Announcement #10 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Friday, August 1, 2025.

**cc:** National Executive Council  
Finance Director

**FOR BULLETIN BOARD POSTING**  
**NOT TO BE REMOVED**  
**(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM**  
**THE AFGE CAREER WEBSITE)**  
**POSITION DESCRIPTION**

## POSITION DESCRIPTION

### **American Federation of Government Employees (AFGE)**

<b>Department:</b>	Advocacy Department
<b>Location:</b>	National Office
<b>FSLA Classification:</b>	Exempt/ELS
<b>Position Title:</b>	Director of Politics and Field Mobilization
<b>Date of Revision/Creations:</b>	July 22, 2025

---

**CLASSIFICATION:** Director of Politics and Field Mobilization

### **I. INTRODUCTION**

The Director of Politics and Field Mobilization has primary responsibility for the development, maintenance, and strengthening of AFGE's political, electoral, grassroots mobilization, and coalition-building programs. This position is located within AFGE's Advocacy Department under the National President and will have primary responsibility over AFGE's electoral and political, PAC fundraising, and membership mobilization programs, and will coordinate closely with internal and external stakeholders and union leadership to achieve the Federation's overall strategic objectives.

### **II. DUTIES AND RESPONSIBILITIES**

#### **Program Development and Management:**

- Under the supervision of the Director of Advocacy, develop and manage comprehensive political, electoral, fundraising, and grassroots mobilization programs that increase member participation and activism around priority issues for AFGE members.
- Under the supervision of the Director of Advocacy, establish clear program goals with measurable metrics for success and create regular reporting mechanisms to ensure continued progress toward established goals.
- Coordinate closely with the Director of Communications to develop necessary training and materials, and with union leadership and other internal and external stakeholders on strategic objectives, program implementation, and execution.

#### **Supervision and Staff Coordination:**

- Supervise Legislative and Political Organizers (LPOs) and PAC staff to ensure effective grassroots training, member engagement, volunteer management, and political activism.
- Oversee rapid response capabilities and ensure grassroots networks can quickly mobilize around urgent issues.

### **Electoral Strategy and Campaign Management:**

- Design and execute national political and field programs for federal elections, including extensive release staff programs.
- Oversee and facilitate AFGE's endorsement process for Congressional and Presidential candidates in coordination with the National Executive Council.
- Conduct candidate interviews, establish relationships, and advise leadership on endorsements.
- Supervise electoral mobilization, voter registration, education, and Get-Out-The-Vote activities, coordinating with AFL-CIO, State Federations, and Central Labor Councils.

### **Coalition and Partnership Building:**

- Act as AFGE's lead contact with political parties, committees, coalition partners, and interest groups to develop joint actions on common issues and concerns.
- Develop a comprehensive plan to encourage AFGE member participation as delegates in party conventions at all levels and to promote candidacy for public office among AFGE members and retirees.

### **Fundraising and Financial Oversight:**

- Develop, manage, and oversee a grassroots fundraising program that sets measurable goals, utilizes contemporary methods and techniques, engages AFGE members, and grows the AFGE PAC.
- Supervise all compliance-related work, ensuring accurate and timely reporting for PAC, LEAF, and Voices programs.
- Develop plans and ensure accurate/timely reporting on the finances of AFGE's PAC fundraising and contribution programs. The plans are to set forth and meet the federal, state and local reporting requirements and the individual reporting requirements for the National Office and staff. Additionally, the Director shall be familiar with and monitor the financial, administrative and accounting functions carried out by the AFGE Finance Department for the funds under their supervision. The Director shall maintain current knowledge of the status of all accounts and financial transactions to facilitate decisions concerning fundraising and dispersal at all times. However, timely accounting and audits shall be conducted by the AFGE Finance Department.
- Provide ongoing support and education to AFGE members and activists to strengthen grassroots legislative and political skills.

**Communication and Advocacy:**

- Draft advocacy and educational materials for members, candidates, lawmakers, and external stakeholders.
- Works with and supervises staff to develop written materials used for fundraising, issue mobilization, and voter education. Examples of such materials include: email communications, text messages, brochures, direct mail solicitations, fact sheets, leaflets, letters, scripts for phone banks, advertisements, and related materials.

**Field Event Management**

- Assists with the organization of AFGE member events and conferences and coordinates the participation of other unions.
- Frequent travel by air and surface transportation may be required. The incumbent may be required to travel on short notice.

**III. PHYSICAL DEMANDS**

Frequent travel required, including short notice and extended periods, particularly during election cycles. Regular office environment work involving standard equipment. Ability to communicate effectively, sit for extended periods, lift items up to 20 pounds,

**IV. CONTROLS OVER THE POSITION**

This role reports to the Director of Advocacy and exists within AFGE's Advocacy Department under the supervision of the National President. The incumbent exercises considerable judgment regarding approaches, techniques, and methods in pursuit of established AFGE goals. Work performance is evaluated based on effectiveness and achievement of strategic departmental objectives.

**V. QUALIFICATIONS****Education and Experience:**

Bachelor's degree required; advanced degree or specialized training in political science, public administration, labor studies, or related fields preferred.

Minimum of 7-10 years of senior-level experience managing comprehensive political, electoral, grassroots mobilization, and PAC fundraising programs, preferably within a labor union, political campaign, advocacy organization, or similar environment.

**Political, Electoral, and Mobilization Expertise:**

Proven track record designing and executing successful national electoral programs, GOTV strategies, voter education, and candidate endorsement processes.

Extensive experience developing and managing PAC fundraising programs, including contemporary grassroots fundraising techniques and ensuring compliance with federal, state, and local regulations.

Proven track record of leading a successful field mobilization program, including experience with building online-to-offline engagement ladders.

### **Leadership and Management:**

Demonstrated ability to supervise, develop, influence, and motivate diverse teams, including union leadership, internal and external stakeholders, staff, and volunteers, to achieve ambitious organizational goals.

Exceptional skills in strategic planning, setting measurable objectives, and evaluating program effectiveness with clear, data-driven metrics.

### **Communication and Training Skills:**

Outstanding written and oral communication skills, including experience drafting advocacy materials, fundraising solicitations, voter education content, and training resources.

Proven success developing and delivering training programs that build skills and capacity among union members, activists, or volunteers in areas such as grassroots mobilization, coalition-building, political advocacy, and campaign management.

### **Coalition and Relationship-Building:**

Extensive experience developing strategic partnerships and coalitions with political parties, allied organizations, labor federations, and community groups to advance common goals and amplify organizational impact.

Demonstrated ability to represent an organization effectively in high-level interactions with elected officials, candidates, and external stakeholders.

### **Technical and Organizational Skills:**

Proficiency with digital organizing tools, databases, spreadsheet software, presentation platforms, and marketing systems is essential for modern campaign management.

Exceptional organizational skills, attention to detail, and ability to manage multiple projects simultaneously under tight deadlines and rapidly changing circumstances.

### **Travel and Flexibility:**

Willingness and ability to undertake frequent travel, sometimes on short notice, particularly during peak electoral seasons or campaign periods.

Commitment:

Strong personal commitment to the labor movement, workers' rights, and advancing the interests of AFGE members and the broader labor community.

## **VI. EEO STATEMENT**

AFGE provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity, and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## **VII. COMPENSATION**

The salary range for this position is Grade-ELS (\$172,088 - \$223,715). AFGE also offers comprehensive benefits as part of the total compensation package, which includes medical, dental, vision, mental health, life insurance, paid leave, 401k, pension, flexible spending accounts, and financial education.