



## **JOB TITLE**

Chief Operating Officer

## **LOCATION**

Boston (preferred). Remote candidates will be considered. A moving stipend can be provided.

## **VotER Background**

51 million Americans - one quarter of the voting age population - are not currently registered to vote. This group is disproportionately comprised of people that are young, poor, and of color - the same groups that disproportionately utilize the emergency room (ER) for low acuity/non-emergent complaints. This demographic overlap provides a special opportunity. Why not use this time in the ER to provide the opportunity to register to vote?

[VotER](#) is a partnership between Massachusetts General Hospital, [Turbovote](#), and [Ideas42](#) that aims to do just that throughout our nation's emergency rooms.

## **VotER**

VotER is a new civic engagement startup that provides unparalleled access to unregistered voters across the country. Through our early data from key pilots across the country we are confident this model will lead to large increases in voter registration rates at a fraction of the effort and cost of traditional voter registration efforts. Utilizing iPad kiosks and QR code posters in ERs, we make it easy for voters to register to vote while they wait.

**In 2020, we will disseminate this model as broadly as possible in regions with significant gaps in voter registration rates in the above demographic groups. We will support dozens of ERs as they implement the VotER system and register new voters.**

## **JOB DESCRIPTION**

As COO, you will be the #2 in the organization of 5 and have a key seat at the table in devising strategy. You will successfully run day to day operations in order to allow our Executive Director, Dr. Alister Martin, to focus on fundraising, thought leadership, and crafting the narrative of this work. You will also have management responsibilities of junior members of the team and/or volunteers who are supporting these efforts. You will be the expert on internal operations and relationship management with our ERs as we scale and help to craft our future

Site: [Vot-ER.org](http://Vot-ER.org)

Twitter: [@Vot\\_ER\\_org](https://twitter.com/Vot_ER_org)



growth strategy. Our Executive Director will be responsible for initiating contact with ERs nationally and generating new leads. From this point, as our COO, you will oversee a range of activities that are all focused on one key metric:

***How many ERs in key areas in the US have initiated the VotER platform  
and how can we support their ongoing efforts at registering voters?***

As our Chief Operating Officer, you will work closely with the Executive Director and every day will be different likely consisting of a mix of:

- Proactively planning and executing our growth and expansion strategy
- Responding to unforeseen challenges that arise as our organization grows and thrives
- Working with the team to program, assemble, and ship VotER kiosks
- Managing day-to-day relationship building with partnering ERs
- Problem solving for hospitals as they implement, sharing any tools and resources you develop that will help hospitals
- Building, deepening, and expanding partnerships through relationships

## **QUALIFICATIONS, SKILL SETS, & VALUES**

### **Must haves:**

- Vision and creativity.
  - The COO will be a creative thinker who will design pathways to achieving outcomes and can find new and better ways to execute them.
- Goal-oriented.
  - Our work entails a combination of entrepreneurial creativity and straightforward execution. To maintain continual progress, we collaboratively set goals for everyone in the organization, and regularly check in on them weekly.
- Grit.
  - While the COO will have very clear goals—e.g., ‘help convert 3 ERs in Detroit that our Exec Dir has begun a relationship with in the next two weeks’—they will often have unclear paths to accomplishing those goals. Often the first approach may fail and that is expected for everyone in our organization; the reason is that the work we’re dedicated to is hard and there is **no textbook on how to create an entirely new method of voter registration**. What is necessary is the humility



to learn from the failures, the intuition to be able to assimilate them into a more nuanced vision of success, and the grit to dust yourself off and try a different approach.

- Strong work experience.
  - The COO will have 5+ years of work experience.
- Boston-based residency.
  - This position is based in Boston and the COO will be expected to be in Boston given the amount of time with the Exec Dir. If the COO cannot be in Boston for the entirety of the term it is expected that the COO make arrangements to be in Boston for at least the first month to learn how to do the basic programming required, broadly understand the ways ERs function, and help with VotER platform assembly and shipping. After this first month, remote work anywhere in the country is permitted.
- Ability to travel.
  - The majority of the COO's work supporting our partners will occur via email or phone. Occasionally, the COO must be able to travel to visit partnering ERs roughly once every six to eight weeks to key areas in the country to ensure that the VotER platforms are operational and to help troubleshoot as needed. Travel is covered.
- Education.
  - Master's degree. Specifically, an MPP or MBA or is a plus but not required. A nuanced understanding of US electoral politics, voter registration, and GOTV is strongly recommended. Programming and knowledge of ERs will be taught on the job.

**Nice to have:**

- Start up Experience.
  - We are essentially an early stage start up company except that our key outcome is not valuation but instead the amount of ERs on our platform and the number of newly registered voters. As such, we face the same rapidly fluctuating highs and lows of early startup life. One day you are in the New York Times. The next you have to figure out how to adapt the VotER platform after a state of interest changes its laws to bar hospitals from doing in-person voter registration. In no other work environment are the peaks of exhilaration related to job satisfaction and the potential for crushing defeat as present as they are in an early stage start up.
- Voter Registration Experience.
  - Experience on a political campaign's field team.
- Management.
  - Experience managing projects and people to achieve excellent results.



## COMPENSATION, BENEFITS, & INCENTIVE PAY

This position is for a full time 10 month period between February 1st and November 30th. The salary for this 10 month period will be based on experience and will range between \$68,000 - \$72,000. In lieu of health care and retirement benefits an **extra** 18% stipend will be added on top of this base salary. **This will amount to an extra \$15,500.** For context, the annualized compensation package is \$105,000.

### Incentive pay:

Based on the ability to hit key metrics the COO is eligible to earn an incentive bonus. The max accumulated bonus through the 10 month period will be \$5,000. This will be in the form of an extra \$500 per month during the 10 month time period.

### Post 2020 election:

Based on the success of this early phase at recruiting ERs and registering new voters and the ability to raise more funds for the period after November 30th we may be able to extend the position after the election. Note: we are simultaneously exploring the creation of a standalone C3 venture after the election. In this case, if the COO operates at a high level there is potential for significant leadership opportunities as the organization grows.

### Timeline:

This application closes on Wednesday, January 28th, 2020. We may consider late applications from exceptional candidates. We are dedicated to creating an organization that reflects the diversity of the country we serve. We strongly encourage women, people of color, and others who are underrepresented in campaigns to apply.

### Application instructions:

Please read these **articles** and watch the **explainer video** to familiarize yourself with VotER.

1. MGH Hotline - <https://www.massgeneral.org/news/hotline/HTL011020/voter>
2. Boston Globe - <https://www.bostonglobe.com/2020/01/13/opinion/er-sign-up-vote/>
3. Explainer Video - [https://www.dropbox.com/s/z7tt7w0zuybth32/VotER%20long\\_version2.mov?dl=0](https://www.dropbox.com/s/z7tt7w0zuybth32/VotER%20long_version2.mov?dl=0)

After reading the above articles and watching the video, please email

[amartin24@mg.harvard.edu](mailto:amartin24@mg.harvard.edu): 1) a **resume** and a 2) **short cover letter** that details how you satisfy all of the must-have and some of the nice-to-have qualifications, skill sets, and values.