



## Senior Organizing Manager Job Description

**Position:** Senior Organizing Manager

**Pay range:** \$70,000 to \$80,000, depending on experience

**Benefits:** Qualified Small Employer Health Reimbursement Arrangement; 401k retirement plan with up to 4% employer match; professional development allowance; 20 days/year paid time off, 5 days paid sick leave, and at least 14 days/year paid holidays; short and long term disability; voluntary term life insurance; partial internet reimbursement; sabbatical for long-term employees

**Location:** Must be located in Texas. Work from home with regular virtual meetings and regular in-person participation at meetings, events, or conferences in Texas. Candidates located in active oil and gas development regions are strongly encouraged to apply. Locations preferred: Midland/Odessa, Lubbock, Abilene, San Angelo, Dallas, Fort Worth, Denton, Arlington, Longview, Tyler, Nacogdoches

**Travel:** 20% - 40%

**Hours:** Full-time

**Application deadline:** Application reviews begin August 11, 2025 and continue on a rolling basis.

### About Commission Shift

Commission Shift is a fast-growing Texas-based 501(c)3 non-profit founded in March 2021. Our mission is to reform oil and gas oversight by building public support to hold the Railroad Commission of Texas accountable to its mission in a shifting energy landscape.

The Railroad Commission of Texas (RRC) is one of the most important oil and gas regulators in the world. The agency has no authority over railroads. Instead, it oversees oil and gas development, coal and uranium mining, and gas utility service in Texas, among other functions. Its mission is to serve Texas through stewardship of natural resources and the environment, concern for personal and community safety, and support of enhanced development and economic vitality for the benefit of Texans. Too often, the Commission has promoted accelerated development of oil and gas over all other parts of its mission — to the detriment of natural resources and the environment, safety, and economic vitality.

Commission Shift's goal is to build broad public support from a wide array of stakeholder voices to advance changes at the RRC that improve the agency's function, transparency, and accountability to people and places impacted by the oil and gas industry. Our vision is for these changes at the RRC to support an energy transition in Texas that benefits the climate while fostering consumer protection and choice, public engagement, transparent government, a clean environment, a stable workforce and an economically diverse and resilient economy.

Learn more about Commission Shift by visiting our website, [www.commissionshift.org](http://www.commissionshift.org).

## Position Description

Commission Shift is hiring a Senior Organizing Manager to develop, implement, and maintain statewide strategies for building support and mobilizing Texans to transform the Railroad Commission of Texas. The role of the Senior Organizing Manager includes managing, mentoring, and motivating a small team of organizers that interact with the public on specific campaigns including: oil and gas cleanup, public participation, language access, and ethics reforms.

The Senior Organizing Manager will report to the Executive Director and will collaborate with all teams to make Commission Shift an integral part of communities in Texas, identify Texans impacted by oil and gas development, build community partnerships, conduct outreach to learn and exchange knowledge with those individuals and communities, and generate widespread awareness of opportunities for the public to advocate for themselves and engage in dialogue with the Railroad Commission of Texas.

The Senior Organizing Manager will also be responsible for developing and maintaining the structure that informs the policy team of impacted community members' concerns, issues, priorities, and experiences to ensure that Commission Shift's proposed policy solutions are responsive to community needs and identified problems. In addition to forming plans and strategies, the right person for this position will roll up their sleeves to execute the work alongside the staff they manage. This position has potential to grow over the years, as the team is expected to expand. As funding becomes available, this role may include voter mobilization projects.

## Responsibilities

- Develop, implement, and evaluate organizing strategies in collaboration with internal communications, policy, and fundraising teams.
- Mentor, manage, and direct organizing team staff.
- Plan and execute online and in-person events with stakeholders.
- Work with team members to mobilize the public to comment on rulemakings or permit applications, testify, or submit written comments to the Texas Legislature, the Railroad Commission of Texas, or relevant federal agencies.
- Build relationships and collaborate with impacted Texans, community partners, Texas organizers, and organizations that represent relevant stakeholder groups.
- Collaborate with the communications team and policy team to develop and implement strategic digital and in-person campaigns to mobilize public participation on topics including public participation; language access; orphaned wells; carbon capture, use, and storage (CCUS); oil and gas waste pits; energy utility costs; and ethics.
- Assist community members in filing pollution complaints with the Railroad Commission, and scheduling meetings with legislators or Railroad Commission staff.
- Identify and support impacted community members in writing blog posts, opinion articles, and letters to the editor.
- Maintain, evaluate, and adapt a structure that informs the policy team of impacted community members' experiences, priorities, and concerns to develop community-supported solutions.
- Plan and execute programming such as candidate forums or canvassing to educate voters about the role of the Railroad Commission.
- Identify tasks appropriate for volunteers and develop programming to effectively engage volunteers in supporting Commission Shift's campaigns.
- Develop and track metrics to measure campaigns' effectiveness.
- Track and report lobbying hours as required by state and federal law.

## Required minimum qualifications

- Six years of professional experience in a relevant field.
- Support for the mission of Commission Shift.
- Experience building alliances or coalitions, organizing volunteers, working on a political campaign, and/or leading public awareness and engagement campaigns for 501(c)(3) and 501(c)(4) nonpartisan non-profit organizations to achieve policy changes.
- Enthusiasm and curiosity about meeting new people. Respectful, humble, and empathetic of individuals and groups coming from a variety of backgrounds and viewpoints (e.g. progressive or conservative; rural or urban; educated or uneducated; across races, ethnicities, and genders).
- Experience managing organizers.
- Substantial experience planning events and conducting outreach to ensure attendance.
- Experience organizing and executing phone banking or door-to-door canvassing plans.
- Comfort making multiple phone calls per day to listen to stakeholders' experiences and concerns or promote upcoming events.
- Proficiency in Microsoft Word and PowerPoint; ability to perform basic math functions in Excel for data analysis. Comfort using Google Workspace applications including Drive, Docs, Sheets, Slides, and Forms.
- Familiarity or experience with advocacy and Customer Relationship Management (CRM) software like EveryAction and Voter Action Network (VAN).
- Familiarity with strategic tools such as power mapping or identifying a spectrum of allies.
- Familiarity with public engagement methods such as digital action alerts, public demonstrations, digital organizing, or other creative public support tactics.
- Experience constructing a strategic ladder of engagement for supporters.
- Positive attitude, concern for people and community, presence, self-confidence, humility, empathy, common sense and good listening ability.
- Organization and both initiative and "follow through" on tasks and goals.
- Demonstrated commitment to anti-racism and continuous learning, developing an analysis of power and oppression at interpersonal, institutional, and systemic levels.
- Attention to detail, maintains organized electronic files, and manages time and expectations with respect to deadlines.
- Familiarity with or willingness to learn to use Asana project management software.
- Excellent written and verbal communication skills in English.

## Desired qualifications, not required

The ideal candidate will have some combination of the following qualifications but does not need to meet all of the following criteria.

- Deep knowledge of Texas climate change, energy, and water issues.
- Experience planning and executing strategic organizing campaigns.
- Experience working with the Texas Legislature or government agencies in Texas.
- Familiarity with the Texas political landscape and culture.
- Knowledge of or experience with issues related to the Railroad Commission of Texas.
- Bachelor's degree, potentially in environmental science, political science, public administration, or mass communications. Other majors will be considered.
- Experience coordinating direct lobbying, grassroots lobbying, civic engagement, and get-out-the-vote campaigns within the legal boundaries of a 501(c)3 nonprofit.
- Relationships with one or more of the following stakeholder groups: landowners, workers' rights advocates or labor unions, public education advocates, business leaders, consumer or ratepayer advocates, economic development leaders or entities.

- Written and verbal fluency in Spanish.

## Technology Requirements

- Phone and internet access allowing for multiple phone or video calls per day.

## How to apply

Send a resume (no more than two pages) and cover letter to Virginia Palacios at [apply@commissionshift.org](mailto:apply@commissionshift.org) **with the subject “Senior Organizing Manager Application.”** Prepare to provide two professional references and a writing sample upon request. The writing sample could be a speech or written testimony, an opinion article or blog post, social media content or other similar documents.

Applicants with a nontraditional career path or gaps in employment are encouraged to share knowledge, strengths, or skills they developed during this nontraditional experience in their cover letter, if desired.

## Commitment to Equity, Inclusion, and Diversity

Commission Shift believes that corporate and institutional bad behavior disproportionately hurts the most marginalized people in society — including people of color, people from working class backgrounds, women, LGBTQIA+ individuals, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of marginalized communities that are not listed here.

Commission Shift is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.