



Identifying information withheld

20 December 2019

Mesa County Clerk and Recorder

200 S. South Spruce St.
Grand Junction, CO 81501

Dear **Mesa County Clerk and Recorder**:

I am writing in response to the ad on the Mesa County website for the position of elections manager. I am confident that my passionate belief in the importance of elections and three specific qualities make me the best candidate for the position of elections manager. First, I have experience creating and running a federally funded agency including fulfilling requirements mandated by the grant that funded my organization, budgeting, and negotiating and liaising with other agencies to achieve common goals. Second, I have the ability learn new things quickly. Finally, I have demonstrably exceptional communication skills and the ability in those communications to make often challenging information accessible and understandable.

During my service as **[identifying information withheld]**, I had to learn about *everything* associated with my position: about Violence Against Women Act and the goals it set for organizations like mine funded by the act; about negotiating federal, state, and local rules and regulations covering domestic violence; about recruiting participants in the coalition and negotiating a coordinated response with buy-in from all of those participants; about creating effective and frequent public presentations to participants, community service organizations, and the public in general; and about fulfilling all the requirements for creating a 501c3 organization. I have extensive and demonstrated experience successfully communicating and coordinating between agencies and interpreting and applying federal, state, and local legislative mandates.

Because of the impending Presidential primary in March and the subsequent primaries for other state and local offices in June, the successful candidate for this position will have to have a steep learning curve. Again, I am uniquely qualified; graduate school teaches students how to learn, how to develop familiarity with new areas rapidly. I demonstrated these abilities in ten years of teaching outside of my discipline—I taught English Composition, but I trained as a political scientist—and in the creation of the domestic violence coalition.

Finally, it seems clear because of the emphasis the job announcement put on the small team in the office of elections that the in-coming manager will have to recognize and rely on the experience and institutional memory of the staff. Although I had to build the Domestic Violence Coalition from the ground up, I also had to negotiate with already-established agencies and with their own institution policies and procedures. I had to recognize that it was not necessary to re-invent the wheel, that many agencies were already responding effectively to the problem of domestic violence. The skill I developed was in emphasizing the

successful policies and procedures and retaining them as part of the negotiated response but also recognizing where and negotiating what changes were necessary.

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at ***** or by email at *****@gmail.com. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,



Enclosure