



New Hampshire House Caucus: Executive Director

The New Hampshire Committee to Elect House Democrats (CEHD) is a full-time political organization dedicated to building a Democratic majority in the New Hampshire House of Representatives.

CEHD is looking for an experienced, full-time Executive Director for the 2022 campaign cycle. This is a senior level position, reporting directly to the Executive Committee of CEHD's Board of Directors, and will oversee all aspects of the 2022 campaign.

We are looking for someone who knows NH and has a deep understanding of the unique characteristics of each one of the 204 House districts (district number pre-redistricting). Past campaign and fundraising experiences are must-haves. But we are looking for more than just technical competence. A strong candidate will have the soft skills to complement their technical know-how, including a collaborative approach to problem-solving, a strategic mind, and the ability to lead and inspire a diverse group of stakeholders including candidates.

General information: CEHD is based in Concord, New Hampshire. However, due to the ongoing pandemic, this position is remote until it is safe to return to in-person operations in Concord.

Responsibilities include, but are not limited to:

General

- Oversee all operations for the 2022 CEHD campaign.
- Report directly to the CEHD Board of Directors' Executive Committee.
- Implement recommendations from the CEHD 2.0 Working Group (published April 2021), including \$1 million fundraising goal, increased staff, and new governance structure.
- Ensure that day-to-day operations are running smoothly and that the program stays on track with big picture strategic goals.
- Serve as the primary point of contact for the caucus and be ready to address crises as they occur in a thoughtful and professional manner.
- Manage internal communications for the campaign, including staff meetings, calls, and general updates with the CEHD Board of Directors and staff involved with campaign effort.

Candidate Support

- Oversee candidate recruitment for all 400 seats in conjunction with IE, PAC, and recruitment table partners. Serves as the primary point of contact for all candidates until more staff is hired.

- Provide the highest level of service for candidates including regular communications and training sessions.
- Design and implement, in collaboration with the Committee to Elect House Democrats and our mail consultant, a strategic paid media program prioritizing targeted races.
- Be prepared to answer questions from candidates on all campaign matters from how to make an ActBlue account, to the merits of social media, to what to do when being attacked by an opponent, to how to file financial reports, etc..
- Write curriculum for and lead training sessions for all 400 NH House candidates, many of whom don't have any campaign experience.
- Develop a system to keep track of all 400 House candidates and their campaign progress.

Staff Management

- Manage campaign staff, including hiring of paid campaign positions, and oversight and training for staff and candidates.
- Run payroll and ensure continuation of health care coverage.
- Work with the Executive Committee of the CEHD Board of Directors to hire staff when necessary and funding permits.

Finance & Compliance

- Manage the caucus budget and work with the Finance Director to ensure that fundraising goals are met.
- Ensures 100% compliance with all NH election laws, including timely campaign finance reporting (in conjunction with CEHD Treasurer and Finance Director)

Political

- Build and leverage key relationships with state and national allies including the New Hampshire Democratic Party, NH Senate Democratic Caucus, Democratic Legislative Campaign Committee, and others.
- Engage with local town and county Democratic chairs to ensure a good working relationship between grassroots actors and CEHD.

Other

- Track vacancies in the House and oversee Special Elections including recruiting a candidate, directing strategy, and managing a candidate as necessary.
- Monitor the redistricting process for potential impacts on candidate recruitment and targeting.
- Manage social media for the caucus including tracking earned media and key legislative fights and accomplishments and manage external communications.
- Work in conjunction with partners on data to ensure candidates have the necessary information for voter contact and are reaching out to the most effective voters.
- Track legislation and amplify Democratic success in the State House.
- Oversee recount process if necessary.

Required skills and qualifications:

- Three (3) cycles of campaign experience preferred, but two (2) required. Bonus points for experience as a campaign manager or caucus staffer.
- Ability to manage staff in a professional manner.
- Knowledge of NH campaign law and norms.
- Decisive and independent, but able to ask for help when needed.
- Strong commitment to electing Democrats to state government.
- Willing to relocate to New Hampshire for the duration of the campaign cycle. Due to the COVID-19 pandemic, relocation is not required until in-person work resumes when it is safe to do so.
- Must have a car when in-person work resumes. At times, the position will require travel around the state.
- Experience in and knowledge of the political landscape and key people/organizations in New Hampshire preferred.
- Poses superior interpersonal skills, with the ability to communicate effectively with a wide range of people and organizations
- Fast learner and willing to go above and beyond and find creative solutions to problems.
- Exemplary time management, planning, and organizational skills.
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills.
- Able to work independently and in a team environment.
- Work extended hours, including nights and weekends as needed.

How to apply:

To apply, please send your resume, a cover letter, and two references to info@nhhousedems.org. Please list “Executive Director” in the subject line. No calls, please. Applications improperly submitted will not be accepted. The position will be open until filled and applications will be reviewed on a rolling basis.

Salary is \$5,000-\$6,000/month (commensurate with experience) plus a \$60/month technology stipend. Health, dental, and optical insurance coverage is available at no cost to the employee.

CEHD is a unionized workplace, represented by IBEW #2320.

The Committee to Elect House Democrats is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.