



JOB ANNOUNCEMENT

Title: Candidate Services Director

Organization: Iowa House Democrats

Location: Des Moines, Iowa

Salary: \$4,500/month

The Iowa House Democrats are a full-time political organization dedicated to winning a Democratic majority in the Iowa House of Representatives.

The Iowa House Democrats are looking for an experienced, full-time Candidate Services Director to work closely with our candidates and members. This position will act as a catch-all advisor for candidates, members, and Campaign Managers through the campaign cycle. The Candidate Services Director will work closely with the Leader, Caucus Director, and Iowa House Democrats staff to develop, track, and assist candidates in accomplishing their campaign goals and ultimately win a majority in 2022. The Candidate Services Director will need to be detail-oriented, excel in working with a wide variety of personalities, and develop candidates at differing experience levels.

Primary Responsibilities:

- Work with the Leader, Caucus Director, and Deputy Caucus Director to recruit candidates to run for the Iowa House;
- Work with the Caucus Director and Deputy Caucus Director to recruit, hire, and supervise Campaign Managers;
- Act as a catch-all advisor for candidates, members, and Campaign Managers for races you oversee;
- On-board new candidates and coach them through campaign best practices;
- Act as a guide for candidates from their first day as a candidate to Election Day;
- Develop strong relationships and buy-in with candidates, members, and key community stakeholders;
- Ensure every candidate correctly fills out their nominating petition forms and submits them on time;
- Work with the Communications Director in developing websites and social media platforms for candidates and members;
- Work with the Communications Director to draft and send press releases;
- Work with the Field, Finance, and Communications Directors to develop and execute field, fundraising, and communications programs;

- Staff call time for select candidates and members until additional staff joins the team;
- Assist all candidates and campaign treasurers in filing paperwork with the Iowa Ethics Board, IRS, their chosen financial institution to set up a campaign account, and the Secretary of State's office;
- Create a candidate biography book;
- Provided administrative and technical support for VAN throughout the cycle in coordination with the Field Director;
- Assist the Caucus Director as needed.

Qualifications:

- Minimum two cycles of experience in political campaigns or organizations;
- Self-starter with the ability to show strong organizational and planning skills while working long hours in a fast-paced, high-pressure environment;
- Strong written and oral communication skills;
- Experience working with VAN;
- Experience managing social media accounts;
- Experience managing staff and/or volunteers;
- Lives in or willing to relocate to Des Moines, IA for the duration of the current campaign cycle;
- Must have a car (position will at times require travel around the state);
- Work extended hours, including nights and weekends as needed.

Applications must be submitted by July 28th, 2021. Please submit your resume, three references, and a cover letter to Caucus Director Stu Adams at sadams@iowademocrats.org.

Please contact Stu Adams at sadams@iowademocrats.org for any accommodations you need for the application and interview process.

The Iowa Democratic Party is an equal opportunity employer, and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.