

TENNESSEE LEGISLATIVE DEMOCRATS

CAUCUS DIRECTOR

About: The Tennessee Legislative Democrats - a joint venture from the Tennessee House Democratic and Tennessee Senate Democratic Caucuses - are seeking a committed individual to expand the Caucuses and lead Tennessee Democrats out of the “Superminority.”

The Position: The Caucus Director (CD) will oversee candidate recruitment, strategic campaign planning, and the campaigns for the Targeted growth House and Senate districts. The CD will work with the Caucus Chairs to oversee Communications for the Caucuses, as well as with the Caucus’ Finance Consultant to help oversee fundraising. The CD is also responsible for setting and managing the budget of the Caucuses.

Responsibilities:

- Oversees all operations for the Tennessee Legislative Democrats’ targeted district campaigns.
- Reports directly to House & Senate Democratic Caucus Leadership: State Representative Vincent Dixie and State Senator Raumesh Akbari.
- Works with Caucus Finance Consultant on the Caucus fundraising plans, in consultation with the Leadership team.
- Manages campaign staff, including hiring of paid campaign positions, as well as oversight, engagement, and training of staff.
- Oversees candidate recruitment and serves as the primary point of contact for all candidates.
- Provides the highest-level of service for candidates including regular communications and trainings.
- Works with campaigns to develop their field campaigns, including individualized field plans for each candidate.
- Builds candidate and campaign staff training programs as needed
- Oversees the campaign budgets.
- Ensures 100% compliance with all Tennessee election laws, including timely campaign finance reporting (in conjunction with Caucus Treasurers).
- Provides regular updates to House & Senate Democratic Leadership.
- Works collaboratively with consultants and vendors on strategy. Builds and maintains a list of qualified, reputable vendors for campaign use.
- Builds and leverages key relationships with state & national allies, including the Democratic Legislative Campaign Committee.
- Attends weekly campaign meetings for individual candidates and ensures direct communications between campaigns, candidates, and Caucus leadership.
- Works closely with staff at the State Party, and facilitates weekly check-ins with Party staff to ensure strategic cohesion.

- Builds and maintains strong connections to political leaders in Targeted counties across the state, including local Party chairs, activists, donors, and more.

Qualifications:

- At least 2+ years of experience working on State Legislative campaigns.
- Strong, working knowledge of Tennessee demographics and political landscape.
- Effective people manager who is able to engage and motivate candidates and staff.
- Experienced manager with the willingness and ability to empower and support staff to be leaders in their own right.
- Collaborative approach to problem solving.
- Strategic thinker.

We are looking for more than just technical competence. A strong candidate will have the soft skills to complement his/her/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 volunteers.

Physical Requirements:

The TLD is committed to an inclusive organization supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Working from a computer for long periods of time.
- Flexibility to work extensive hours outside of normal operating hours.
- State-wide travel is expected.

Salary and Benefits:

This position may require extensive hours and state-wide travel. It is based in Nashville, TN. The Salary range for this position is \$60-\$70,000, will be commensurate with the qualifications and experience of the selected candidate. Health insurance benefits will be provided.

This position will be contracted between December 2021 and December 2022, with the option to continue into the next cycle.

Application Instructions:

Send resume, cover letter, and three references to jacob@triumphstrategies.com. Deadline to be considered is November 19, 2021.