



Florida House Victory is the political arm responsible for the operations of the Florida House Caucus and housed under the Florida Democratic Party. The House Democratic Leader-Designate and their campaign committee oversee the House Victory operations and its staff.

### **Caucus Director**

Florida House Victory seeks a Caucus Director to lead and execute core caucus programs, manage relationships with key major partners, and build the durable political infrastructure necessary to win governing power in the Florida House. This position is the lead staffer for House Victory and the main point of contact for the Leader Designate and their leadership team. Candidates should have a proven track record of managing complex electoral and/or legislative campaigns, with excellent verbal and written communication skills and sophisticated analysis of the current political landscape. This is a political position in a collaborative, fast-paced, and innovative environment; the work will require travel, weeknight, and weekend hours.

### **Responsibilities**

- Oversees all aspects of the House Victory political, fundraising and operation programs
- Head of the House Victory team, managing team responsibilities & goals
- Main point of contact for the House Democratic Leader Designate and leadership team on all matters as it pertains to House Victory's cycle program.
- Main point of contact with partner organizations on House Victory program
- Assist in implementing cycle political plan for incumbent-protection & targeted GOP seats
- Coordinate and manage logistics for the candidate recruitment process in key seats
- Manage political data and applicable documents (i.e. Voter Reg Report, Index, Landscape, VBM, Election Day, etc.)

- Manage day-to-day needs of the HV vendor team (i.e. conference calls, data resources, communication plan, etc.)
- Main point of contact for candidates on day-to-day operations
- Track topline district performance, registration, and local news for key districts
- Build political budgets with HV Leader, Senior Advisor, candidates, & vendors

### **Skills and Qualifications**

- A minimum of five-seven years of relevant experience in politics.
- Experience and deep knowledge of Florida politics
- Proven track record of planning, managing and executing complex electoral and legislative campaigns
- A goal-driven, detail-oriented self-starter and problem-solver with ability to work independently and as part of a collaborative team
- Strong written, verbal, and interpersonal communication skills
- Bi-lingual Spanish/English strongly encouraged
- Experience with paid programs preferred

**Salary and Benefits:** Salary commensurate with experience. Florida House Victory is dedicated to a strong work environment that includes health benefits and paid time off to its employees.

**How to Apply:** Please submit a resume and cover letter (1 page) that describes your interest, experience, commitment, and any relevant personal background to [dsnewman77@gmail.com](mailto:dsnewman77@gmail.com) and please include in the subject: House Victory Caucus Director.