



HOUSE DEMOCRATIC CAMPAIGN COMMITTEE

## **JOB ANNOUNCEMENT**

**Political Director**  
**House Democratic Caucus Campaign Committee**  
**Headquartered in Seattle, Washington**  
**FLSA Status: Exempt**

At the HDCC, we're building a team of creative problem-solvers that will share their earned expertise with campaigns. We are seeking a Political Director to assist the Executive Director and Executive Committee in achieving the organization's goal of protecting and growing the Democratic majority in the Washington State House of Representatives.

### **Mission**

Founded in 1995, the HDCC is the political arm of the Washington State House Democratic Caucus. It is a statewide organization that's mission is to win 50 or more seats in the Washington State House of Representatives every two years, by defending all House Democratic incumbents in good standing and recruiting, training, funding, and electing additional Democrats to the State House.

### **Responsibilities**

- Track legislative issues, caucus priorities, and the top bills of each session. Write the 2022 Issue Book and serve as a policy resource for all candidates.
- Supervise and mentor all HDCC field staff. Assist Executive Director with recruitment and hiring of staff.
- Work directly with candidates and campaign managers in the most competitive swing districts.
- Assist with candidate recruiting efforts and manage the set up of campaign infrastructure in targeted races.
- Assist candidates with recruiting and training of their campaign managers.
- Work directly with the Coordinated Campaign Director.
- Conduct opposition research on Democratic and Republican candidates.
- Develop a legislative profile and district analysis for all targeted races.
- Prepare precinct level canvass targeting and reports for new members in swing districts and potential target seats in swing districts.
- Produce district profiles of overall voter analysis using party codes, vote history, and voting method for all districts.
- Assist with targeting in all races.
- Produce initiative voting patterns by legislative district for target districts.

- Assist with building and implementing the organization's communications strategy and participate in messaging coordination calls.
- Track Republican message development.
- Additional duties, as assigned.

### **Requirements**

The ideal candidate should have a background in political science, public administration, government, communications, or related fields with a minimum of four years of experience working with elected officials, candidates, or high-level executives. Experience with VAN, Microsoft Office, and the legislative process are highly preferred.

Candidates must be organized, self-motivated, strategic, and able to work with many types of people and personalities, perform in a deadline-driven environment, and exhibit attention to detail. Ideal candidates will have a sense of humor, love helping people solve problems, and be comfortable passing credit to others. In addition, evidence of successful engagement with diverse communities is strongly preferred. Travel and evening and weekend work are required.

### **Compensation**

This position is full time and slated to run through December of 2022. Salary is commensurate with experience, with a salary range between \$65,000 - \$75,000. HDCC offers full health and dental benefits, cell phone and mileage reimbursement, and other competitive benefits.

### **Process**

To apply, please send a resume, cover letter, and three references to [lauren@hdcc.org](mailto:lauren@hdcc.org) with the email subject line "HDCC Political Director." The position will remain open until November 19, 2021, or until filled.

The HDCC is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or any other protected factor. We also engage in anti-discriminatory hiring practices; folks who are women, queer, trans, non-binary, Black, Indigenous, people of color, parents, those have different abilities, or are immigrants are encouraged to apply. The HDCC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.