



## Call Time Manager

Reports to: Finance Director

Location: Phoenix, Arizona (potential for remote start)

Timeframe: December 2021 through November 2022

The Arizona Democratic Legislative Campaign Committee (ADLCC) is seeking a call time manager for the 2022 election cycle. The ADLCC aims to win Democratic legislative majorities by recruiting great candidates, providing modern and comprehensive training and support, and strategically investing in the most competitive districts.

The Call Time Manager will work closely with the ADLCC Finance Director and Board to staff principal call time. The Call Time Manager will schedule call time with members to target contributors and execute subsequent follow up. This member of our ADLCC staff will need to be organized and detail-oriented, possess strong communication skills, and demonstrate a strong ability to work independently.

### Primary Responsibilities

#### Call Time:

- Determine board call time priorities in coordination with Finance Director
- Staff principals during call time, log all activity in software system, assure call lists are ready for call time, do all follow up to daily call time calls
- Track progress of the call time program and producing regular reports for board and Finance Director
- Prepare call lists in advance for call time, including research of donor giving history, contact information, and other relevant information.

#### Data Management:

- Coordinate with the Finance Director and finance team in maintaining databases and for other administrative and technical needs
- Provide the necessary information and preparation for board members to maintain relationships with major donors, institutional partners and allies

#### Fundraisers:

- Support list building for invites
- Support with event logistics
- Staff caucus fundraising events

## Job Requirements

- 1-2 cycles of campaign finance experience, preferred call time role
- Personable and open to building and maintaining strong relationships with elected officials, stakeholders, and partners across Arizona.
- Organized and proficient with managing prospecting and data—and/or quick to learn efficient data management and project management.
- Ability to work both collaboratively and independently.

## Bonus Skills

- Experience in campaign fundraising
- Familiarity with any Numero, ActBlue, Google Sheets, and/or other data management and project management programs.

## Expected Outcomes

- Complete 15 hours of call time per week with ADLCC principals
- Maintain impeccable and detailed call time history and records

## Salary and Benefits

Salary is competitive and includes medical, vision, and dental insurance benefits at no cost to the employee.

## Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, walk, kneel, bend, use hands to type; handle or feel; and reach with hands and arms. The position is subject to lifting objects over 50 pounds frequently.

## How to Apply

[Apply online](#) or copy and paste the job posting link

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=4133347](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4133347) into a browser. No phone calls please!

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