



MICHIGAN HOUSE DEMOCRATIC FUND

REGIONAL POLITICAL DIRECTOR

Democrats in the Michigan House of Representatives currently hold 52 of 110 seats, and are just four seats away from flipping the house in 2020 for the first time in nearly a decade. To that end, the Michigan House Democratic Fund (MHDF) is seeking to add a thoughtful, driven, results-oriented, full-time Regional Political Director to the team.

REGIONAL POLITICAL DIRECTOR

OVERVIEW

The Regional Political Director (RPD) will report to the Deputy Caucus Director to oversee the implementation of a statewide campaign plan in one of four regions. The RPD will work one-on-one with State Representative candidates and staff to ensure that campaign plans are written and executed to the highest standards. The ideal RPD will be a strong communicator, relationship builder, and coach with a demonstrated commitment to electing Democratic candidates at every level.

Job Description

- Assisting assigned candidates and campaign treasurers in filing startup paperwork with the Michigan Secretary of State, IRS, bank or credit union to set up a campaign bank account;
- Assisting campaigns with full onboarding process including connecting candidates with potential managers, setting up all digital programs including email, NGP, ActBlue, website, and social media, connecting campaigns with partner organizations and firms, connecting campaigns with caucus training materials and events;
- Acting as the primary point of contact on behalf of the MHDF for each campaign in the region;
- Lead regular “State of the Race” campaign meetings with tier 1 and 2 candidates and staff;
- Provide regular reports to the Deputy Caucus Director on each of your assigned races;
- Frequent travel to districts (as public health conditions permit) for in-person candidate trainings, 1:1 campaign meetings, and additional campaign duties as deemed necessary by the Deputy Caucus Director;
- Work with the Communications, Finance, Data, and Deputy Caucus Directors to develop and execute campaign plans for State Rep. candidates;
- Work with the Communications Director to share campaign messaging and deliver press releases, media advisories, and other written materials as needed;
- Engage with other Congressional and Senate campaign staff, as well as the Michigan Democratic Party and coordinated campaign to ensure consistent alignment with our House Democratic campaign;
- Work with the candidate and the core campaign team to write the campaign plan and budget, as well as develop media, fundraising and field targets.



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- Work with local, state and national party leaders, labor groups and community activists to secure endorsements, maximize fundraising opportunities, enlist campaign surrogates and build on the already very base of volunteers. This includes calendar management, support in responding to endorsement questionnaires, prepping the candidate for public debates, forums and press opportunities, drafting messages and speeches, and managing relationships with key stakeholders.
- Oversee fundraising by planning event implementing tested as well as innovative fundraising strategies, manage call time as necessary;
- Maintain the candidate and campaign schedules; enforce critical deadlines.
- Manage social media and email program; draft press releases and plan press events; oversee letters to the editor program and listening events;
- Run team meetings; oversee kitchen cabinet and delegate responsibilities accordingly.

Qualifications

We are seeking candidates who excel in problem solving and proactively identifying opportunities for improving our work product, have the ability to think strategically and experience directly coaching others to be a more effective candidate. Qualified candidates will have:

- A proven track record of consistently meeting established deadlines and uses time effectively while managing multiple, simultaneous projects in a fast-paced environment;
- At least one cycle of campaign management experience at any level;
- The ability to be an excellent team player and collaborator;
- Excellent writing skills and a high attention to detail;
- Votebuilder (VAN), Google Docs, Dropbox, PowerPoint, and Microsoft Office/Excel experience.
- Ability to travel frequently, including access to a vehicle and access to a cell phone.

Schedule, Compensation and Location

Start date is ASAP through November 15, 2022. This position is full time, requiring evenings and weekends. Salary is \$4,333 per month, and includes health care and paid vacation.

The Michigan House Democratic Fund is an equal opportunity employer, with a commitment to hiring a diverse staff that reflects our Party and our caucus.

Interested candidates should send resume and cover letter to Alissa Cravens at acravens@mihousedems.com.