



## Job Announcement: Campaign Services Director

FuturePAC, the campaign arm for the Oregon House Democrats, is seeking two (2) committed, hardworking and energetic individuals to help lead House Democrats and Democratic candidates to victory in the 2022 election cycle as Campaign Services Directors. Future PAC is committed to keeping staff safe, and has opportunities for remote and hybrid work.

FuturePAC Campaign Services Directors play a leadership role in the organization by working directly with the House candidate campaigns as a liaison on behalf of FuturePAC and the House Democrats Leadership team. This includes advising staff and candidates, partnering with consultants, and strategic planning. Positions are based in Portland and require regular travel throughout the state. This is a temporary position through November 2022.

### Qualifications:

Candidates for this position must have excellent judgment, time-management and organizational skills, as well as a strong work ethic. Additionally, qualified candidates should have:

- Great communication skills, both verbal and written
- Experience working on political campaigns (state legislative preferred but not required)
- Mastery of campaign tools and terminology, including the Voter Activation Network (VAN)
- Proven ability to think outside the box and work collaboratively as a team in a high-intensity work environment
- Flexibility to work long hours, including nights and weekends, increasing as we get closer to Election Day
- Reliable transportation

### Job Responsibilities:

- Work with candidates, consultants and campaign team to develop and execute highly-tailored campaign plans, including in the areas of field, fundraising, and community outreach
- Monitor opposition activity
- Connect House Leadership and state legislators with candidates and their campaigns
- Analyze need and availability of campaign resources in each district
- Leading ongoing training for campaign teams, including both candidates and staff

### Personnel and Management

- Recruit, train and help manage campaign staff throughout the state
- Work with campaign to track and analyze progress on campaign goals; find creative solutions to campaign challenges
- Produce reports on campaign progress to Executive Director and House Leadership team

### Field

- Train candidates and staff on effective voter contact techniques
- Train staff on volunteer recruitment and other field best practices
- Write and approve voter contact scripts

- Work with campaign teams to track and evaluate field data to help guide campaign strategy

Finance (in tandem with FuturePAC Finance Director):

- Help candidates develop and execute individual donor programs
- Train and work with campaign managers and candidates on call time
- Work with incumbent legislators to host fundraising events
- Work with campaigns on smart budgeting and cashflow management

**Compensation Information:**

- Salary is \$5000-\$5750/mo, depending on experience
- Health and dental insurance fully covered; access to optional affordable vision insurance
- Retirement security through Oregon Saves
- Mileage reimbursement for qualifying travel
- Hybrid work environment

**TO APPLY**

To apply, please send a cover letter, resume and three professional references to: Dana Freedenfeld, FuturePAC Executive Director, at [dana@futurepac.org](mailto:dana@futurepac.org)

For questions, please email the address above or call (917) 291-9705. Preference will be given to candidates who submit applications on or before 5 PM on January 31st. Start date is flexible, but targeted for February 14th 2022.

*We know there are great candidates who won't fit everything we've described above, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to constantly improving our organization, in part by making sure our staff reflects the communities most impacted by our work. We are committed to building an inclusive environment for people of all backgrounds and ages. Women, people of color, LGBTQ+ individuals and individuals with disabilities are strongly encouraged to apply.*

*Future PAC is an equal opportunity employer and does not discriminate on the basis of race, creed, color, sex, national origin, marital status, sexual orientation, religious affiliation, disability or any other classification considered discriminatory under applicable law.*