

# *Now Hiring:* Campaign Managers



**Overview:** The Wisconsin Assembly Democratic Campaign Committee (WI ADCC) is seeking passionate, motivated campaign managers to manage highly competitive and targeted state assembly campaigns in 2022. This position will report to the ADCC Political Director.

**ADCC Values:** The ADCC is dedicated to building a collaborative and supportive workplace. The organization prioritizes a work environment that is racially just, equitable, and inclusive and holds our vendors to the same standard. Individuals from diverse backgrounds and experiences are highly encouraged to apply. The ADCC is also dedicated to supporting campaign staff to help them grow and succeed in their roles. This includes training, coaching, and professional development.

**Campaign Manager Role:** Campaign managers will be responsible for drafting and executing a campaign plan, including a finance and organizing plan, as well as managing a campaign budget, and ensuring the campaign is achieving its goals. The campaign manager will also be responsible for managing the candidate's time and will serve as the point of contact between the campaign and the ADCC.

This position is ideal for previous organizers, field directors, or finance directors who are looking to learn more about other aspects of the campaign and manage the big-picture strategy of a campaign. At least one cycle of campaign experience is required; campaign management or senior staffer experience is a plus.

## **Responsibilities:**

- Work with the ADCC Team to draft and implement a campaign plan that outlines the campaign's efforts through Election Day, including fundraising, canvassing, phone banking, volunteer recruitment, voter outreach, and local media relations
- Work with ADCC Finance Team to draft and implement a fundraising plan and a campaign budget that relies on call time, email fundraising, partner organization support, and events
- Manage the candidate's time by scheduling call time and canvassing. Keep the candidate on schedule and on task. Ensure that campaign time is being used efficiently
- Recruit and manage a volunteer base to execute a comprehensive organizing plan, and work with coordinated field staff in-district
- Coordinate with the ADCC in drafting press releases when appropriate, and prepare candidates for press opportunities
- Conduct donor research and manage candidate call time, plan and execute fundraisers, and manage compliance needs (depositing checks, Thank You notes, preparing finance reports)
- Build and maintain relationships with partner organizations on the ground
- Manage campaign social media platforms. This includes but is not limited to: drafting content, creating graphics, etc.
- Any other campaign tasks as necessary

**Qualifications:** Qualified candidates must be highly organized, able to multitask and manage multiple deadlines, and able to work in a fast-paced environment. An ideal Campaign Manager candidate will possess:

- At least one cycle of paid campaign experience; prior campaign management or senior staffer experience are preferred
- Experience using NGP/VAN, ActBlue, and other campaign software (Google Suite, Mobilize, Every Action, Action Network, etc.)
- Able to build relationships and learn about the political and cultural landscape of the district quickly, work effectively and tactfully with the public
- Quick problem-solving skills and solutions-oriented mindset. Must be able to take and implement feedback
- Ability to manage multiple projects and deadlines at once and keep calm in stressful situations
- Excellent verbal and written communication skills
- Ability to exercise discretion and independent judgment
- *Previous experience working for state legislative candidates, with a legislative caucus, or a campaign committee is a plus*
- *Previous experience working in Wisconsin, other purple states, or in rural communities is a plus.*
- *Reliable access to a computer and transportation is required*

### **Physical Requirements:**

The Wisconsin Assembly Democratic Campaign Committee is committed to an inclusive organization supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive at the ADCC. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Working from a computer for long periods of time;
- Flexibility to work extensive hours outside of normal operating hours;
- District-wide travel is expected while following public health safety measures.

### **Salary and Benefits:**

The salary for this position is between \$4,000/per month and \$4,500/per month with benefits including healthcare, vision, and dental insurance. This position may begin remotely but will be expected to relocate to the district. In-district supporter housing *may* be available upon request.

### **Application Instructions**

To apply, please email your resume, a brief cover letter describing your interest and relevant skills, and three references to ADCC Political Director Andriy Bilyk at andyb@assemblydemocrats.com. Please put "CM Application - [Your Name]" in the subject line. Consideration of applications will begin immediately and will be ongoing until the positions are filled.