



## Position Description: Campaign Manager

The Senate Democratic Leadership Fund (SDLF), the campaign arm of the Oregon Senate Democrats, is looking for Campaign Managers to work with candidates running for the Oregon State Senate for the 2022 election cycle. This is an exciting year for the Oregon Senate Democrats and an excellent opportunity to secure and grow the Democratic Senate Majority.

As a key leader on the campaign team, the Campaign Manager is responsible for overseeing the day-to-day functions of the campaign and successful implementation of the campaign plan. Campaign Managers must maintain a clear commitment to maintaining and expanding a Democratic majority in the Oregon Senate.

**Compensation:** Monthly salary range is \$3,750 - \$4,500 commensurate with experience

*This is a limited duration position. We are seeking Campaign Managers for campaigns throughout the state. Priority consideration will be given to candidates who are willing to relocate if needed.*

### Qualifications:

- Attention to detail and strong organizational skills;
- Excellent time management skills and ability to meet deadlines;
- Great communication skills, both written and verbal;
- Ability to exercise discretion and independent judgment;
- Ability to work effectively and tactfully with the public;
- Experience with political campaigns, in a paid or volunteer capacity, preferred;
- Excellent oral and written communication skills;

### Responsibilities include but are not limited to:

- **Campaign Plan:** Work with SDLF to draft and implement a winning campaign plan that outlines the campaign's efforts through Election Day, including fundraising, canvassing, phonebanking, volunteer recruitment, district outreach and local media relations.
- **Candidate Management:** Manage the candidate's time by scheduling times for canvassing, fundraising calls, lobby calls and endorsement interviews. Keep the candidate

on schedule and on task. Always make sure they have the preparation and information needed to succeed.

- **Fundraising Plan:** Draft and implement a fundraising plan that relies on direct mail solicitations, candidate phone calls, political action committee donations, and small fundraising events. Staff the candidate during fundraising calls and at events.
- **Volunteer Recruitment and Management:** Using the candidate's personal contacts, county parties, and local connections, recruit, train and manage campaign volunteers. Secure commitments throughout the cycle and assign relevant tasks.
- **Field Planning and Executing:** Work with SDLF to draft and implement a field plan that ensures the campaign meets ambitious voter contact goals.
- **Communications:** In consultation with SDLF, serve as the campaign contact for local and statewide media. Coordinate with SDLF and consultants to draft press releases when appropriate, and prepare candidate for press opportunities. In coordination with SDLF and consultants, maintain candidates' social media platforms and website.
- **Contribution and Expenditure Tracking:** Work with the campaign Treasurer to establish and maintain accurate records of bank account, contributions and expenditures, and assist the Treasurer with contribution and expenditure report filings when needed.

**How to Apply:** Please send a resume, cover letter, and three references to Oliver Muggli at [oliver@oregonsenatedemocrats.com](mailto:oliver@oregonsenatedemocrats.com). Please include "Campaign Manager Application" in the subject line.

*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 team, in part by making sure our staff reflects the communities most impacted by our work.*

*We are committed to fostering to a team that is safe, inclusive, equitable, and free from harassment and discrimination. Women, people of color, LGBTQ+ individuals, and individuals with disabilities are strongly encouraged to apply.*