



ADLCC District Manager

Reports to: ADLCC Deputy Organizing Director

Location: Maricopa County

The Arizona Democratic Party provides the highest level of service to elect our candidates and support our campaigns, constituents, and state. The Arizona Democratic Legislative Campaign Committee is an independent arm of the Arizona Democratic Party. It is the only organization in Arizona whose sole mission is electing Democrats to the State House and State Senate. ADLCC's goal is to win and then expand, Democratic legislative majorities by recruiting great candidates, providing modern and comprehensive training and support, and strategically investing in the most competitive districts.

ADLCC District Managers will set and implement strategy in their district's campaign and fundraising plans. The manager will balance multiple priorities—working with their candidate(s) to maximize their time while managing staff and volunteer activities. This is a campaign job with an end date of November 20th, 2021.

Primary Job Functions:

- **Candidate Management:** Draft and implement a campaign plan that outlines campaign efforts through Election Day, including fundraising, contacting voters (via canvassing, phone banking, texting), volunteer recruitment, and district and local media outreach. Manage and support the candidate(s) and the campaign team to keep them on schedule and on task, and ensure they are prepared and informed.
- **Fundraising & Finance:** Draft and implement a fundraising plan and campaign budget including donor call time with the candidate(s), digital fundraising, endorsements, organization donations, and events. Conduct donor research and prepare appropriate information, track results, and follow up. In coordination with the ADLCC Finance Director, implement outreach with the candidate to effectively interact with lobbyists to secure financial support from organizations and committees.
- **Field:** In coordination with the ADLCC Deputy Organizing Director, draft and implement a field plan including volunteer recruitment, training, and management, and direct voter outreach.
- **Mail & Digital:** In coordination with ADLCC Senior Staff, manage relationships with both mail and digital consultants to plan and execute a mail program and digital communications.

Primary Job Functions:

- **Office Management:** Secure and manage donated, shared or low-cost office space. Answer phones and screen emails for the campaign and candidate(s). Ensure the office space is welcoming, professional, and productive.



- **Contribution and Expenditure Tracking:** Work with the campaign Treasurer and Finance Assistant to establish and maintain accurate banking records, contribution and expenditure reports, and assist the Treasurer in finance reporting.
- **Website Maintenance:** Maintain campaign website to serve as a valuable and up-to-date communication tool.

#### Required Skills

- Commitment to winning a Democratic majority in the State Senate and State House
- A creative field organizing vision and eagerness to try new solutions to meet goals.
- Must be able to coach all levels of field staff
- Maintain a level demeanor in high stress situations
- Flexibility in execution of all areas of your plans
- Ability to compromise
- Aptitude to give and receive constructive feedback
- Demonstrated management skills that foster team building
- A commitment to building an inclusive and positive team culture for staff and volunteers.
- Understanding how to say “no” to taking on certain projects

#### Preferred Experience (not required)

- Knowledge of the legislative process and current elected officials
- Speak and write in Spanish

#### Expected Outcomes

- Run a metrics based field program
- Increase Democratic voter turnout

**Salary and Benefits:** Salary is \$6,000 per month and includes medical, vision and dental insurance benefits at no cost to the employee.

**How to Apply:** Email your resume to [lluna@azdem.org](mailto:lluna@azdem.org) and [kyelle@azdem.org](mailto:kyelle@azdem.org) with the subject line: ADLCC District Manager

The ADLCC is a project of the Arizona Democratic Party, (ADP). The ADP is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP’s policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation, identity, or expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to—or association with—someone with any status listed above