

**Position:** Campaign Manager- Las Vegas, NV

### **About the Nevada Assembly Democratic Caucus:**

The Nevada Assembly Democratic Caucus (ADC) is the official campaign committee dedicated to supporting and electing democrats to the Nevada State Assembly. The ideal candidate will have a long term commitment and passion for winning state assembly races in Nevada.

### **Campaign Manager**

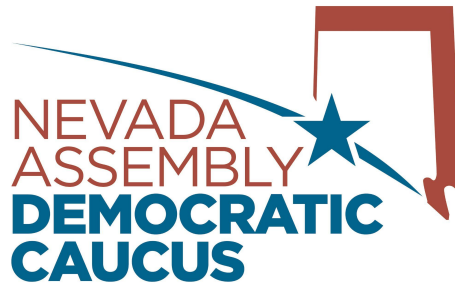
The Nevada Assembly Democratic Caucus is seeking several campaign managers to manage front-line state assembly races for the 2022 election cycle. These positions are all based in Clark County/Las Vegas, Nevada and will last through November of 2022.

### **Responsibilities**

- Working with Candidates on field, fundraising, messaging and communications
- Work directly with Caucus staff to help execute the candidate's campaign operations, activities, and workflow
- Execute the Campaign Finance Plan:
  - Conducting Donor Research
  - Staffing call time
  - Organizing, planning, and executing fundraisers
- Execute the campaign field plan by:
  - Recruiting and managing a volunteer base
  - Developing a GOTV strategy and working with parten groups to ensure all areas of the GOTV operation are met
  - Building and maintaining relationships with local organizations
- Work with Assembly Caucus Staff to meet deadlines
- Complete all campaign tasks as needed

### **Qualifications**

- 1+ cycles of campaign experience
- Experience recruiting, training, and managing field staff
- Experience managing some aspect of a GOTV operation
- Extensive knowledge and experience working with Votebuilder (VAN) and Excel/Google Sheets
- Good communication skills, interpersonal skills and ability to work as a team
- Ability to be self-motivated and able to work independently
- Access to a vehicle, laptop and cell phone



**Details**

- Salary is commensurate with experience; benefits include health care and flexible paid time off
- Occasional travel within the state and national travel will be required

Please send resume and 3 references to [leo@nvassemblydems.com](mailto:leo@nvassemblydems.com)

The ADC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Nevada. Qualified candidates of all backgrounds, specifically people of color, women, Indigenous people, and members of the LGBTQIA community, are highly encouraged to apply.

The ADC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.