



## **Iowa Senate Majority Fund: Job Description: Campaign Manager**

### **Position Overview**

The Iowa Senate Democrats (Senate Majority Fund) is seeking passionate, motivated campaign managers to manage highly competitive and targeted state senate campaigns in 2022. This position starts immediately and will report to the Senate Majority Fund Deputy Executive Director.

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. The campaign manager will also be responsible for managing the candidate's time, ensuring the campaign is achieving its goals, and working with any relevant official-side staff.

This position will require campaign hours and district-wide travel. The salary for this position is \$4,500/per month with core benefits including healthcare with dental, paid vacation and paid sick leave. In-district supporter housing available upon request. Additional incentives and benefits may be available. This position may begin remotely but will be expected to relocate to the district.

### **Qualifications**

Qualified candidates must be highly organized, able to multitask and manage multiple deadlines, and able to work in a fast-paced environment. 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.

An ideal Campaign Manager candidate must possess:

- 1-2 cycles of campaign experience. Field organizing experience and/or fundraising preferred, but not required.
- 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.
- Quick problem-solving skills and solutions-oriented mindset.
- A growth mindset and ability to take and implement feedback.
- Ability to manage multiple projects and deadlines at once and keep calm in stressful situations.
- Willingness/eagerness to get creative and try new approaches and tactics to reach and connect with voters.
- Excellent verbal and written communication skills.
- Previous experience working for state legislative candidates preferred but not required.

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- Previous experience working in Iowa, rural communities, or purple states preferred but not required.

### **Job Responsibilities**

- Create, manage, and implement a campaign plan, including finance and organizing plans.
- Manage cash flow and the campaign budget.
- Work with the candidate and SMF caucus staff to achieve goals and meet deadlines.
- Ensure that campaign time and the candidate's time is being used efficiently.
- Recruit and manage a volunteer base to execute a comprehensive organizing plan.
- Conduct donor research and manage candidate call time.
- Plan and execute fundraisers.
- Manage compliance needs (depositing checks, Thank You notes, preparing finance reports, etc.).
- Maintaining/building relationships with partner organizations on the ground.
- Managing campaign social media platforms. This includes but is not limited to: drafting content, creating graphics, etc.)
- Any other campaign tasks as necessary.

### **How to Apply**

Please email (1) a resume and (2) a list of three or more references to the Iowa Senate Majority Fund at [Senate@IowaDemocrats.org](mailto:Senate@IowaDemocrats.org). Cover letter optional. For questions about this position, please contact the above email address. Consideration of applications will begin immediately and will be ongoing until the positions are filled.

Please contact Emma Weinert at [senate@iowademocrats.org](mailto:senate@iowademocrats.org) for any accommodations you need for the application and interview process.

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