



Position: Campaigns Director

Employment Type: Full-time until November 2023

Location: Richmond, Virginia

Reports to: Executive Director

Start Date: September 2022

The Virginia Senate Democratic Caucus is seeking a qualified individual to serve as the Caucus's Campaigns Director. Individuals applying to be the Campaigns Director should have at least five cycles of campaign experience, with at least one as a Campaign Manager, Finance Director, Field Director, or equivalent position. Virginia experience and / or legislative experience a plus. This position is a "jack of all trades" position that will be a primary point of contact for our candidates, members and staff for campaign tactics and strategy, including but not limited to field, fundraising, communications and management. This is a senior staff level position. Applicants should be prepared to work long hours, be based in Richmond, and have access to a vehicle.

This is a campaign cycle, full-time position with benefits based in Richmond, VA. This position is funded through November 30, 2023.

Responsibilities include (But Are Not Limited To):

- Work alongside the campaign team, executive director and leadership to ensure 21+ for the 2023 campaign cycle
- Provide organizational and administrative support to the Senate members of the caucus's campaign team
- Assist campaigns with effective budgeting and cashflow tracking
- Assist campaigns in the hiring of qualified staff
- Ability to coordinate, execute and handle multiple projects simultaneously
- Ability to work with the team and deliver thoughtful recommendations on campaign strategies
- Train campaign staff, including Campaign Managers, Finance Directors, Field Directors and other staff Ensure proper communications between the campaigns and the caucus, including tracking key weekly metrics
- Manage weekly conference calls for various campaigns in a structured and professional fashion to assist with earned and paid media plans, field operations and fundraising
- Track and enforce fundraising and door knocking goals
- Brief caucus partners and donors on campaigns and activities
- Excellent oral and written communication skills

- Strong understanding of Excel/Google Sheets and how to use these tools for tracking multiple campaigns
- Other duties as assigned by the Executive Director and/or caucus campaign leadership

The ideal candidate will have:

- Experience working in Virginia politics
- Worked at least five cycles of campaign experience, with at least one as a Campaign Manager, Finance Director, Field Director, or equivalent position
- Thorough knowledge of campaign best practices and procedures
- Ability to exercise discretion and independent judgment
- Excellent oral and written communication skills
- Excellent personal skills with the ability to build and maintain strong relationships
- Detail oriented and comfortable working in a fast-paced office environment
- Proficiency with ActBlue, NGP, Google Suite and Microsoft Office
- Knowledge of project/program management, progress tracking, and adjusting resources as needed
- Excellent written and verbal communication skills
- Ability to meet ambitious goals through innovative solutions
- Must have access to a cell phone, laptop, reliable internet, and vehicle with a valid Driver's License
- A commitment to building an inclusive and equitable team culture

Salary/Benefits:

- Salary is \$7,000/month
- PTO available as approved by the Executive Director
- Medical, dental and vision insurance premiums 100% covered by the Virginia Senate Democratic Caucus

To apply, please email your resume, include two professional references and one writing sample to info@vasenatedems.com. In the subject line, include [CAMPAIGNS DIRECTOR].

Resumes will be reviewed as they are received and selected candidates will be contacted for an interview on a rolling basis. **This Campaign is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, genetic information, protected veterans, marital or familial status, sexual orientation, gender identity or expression, disability status, criminal record information (except where permitted under applicable law), or any other category prohibited by local, state or federal law.*