

## 2024 Candidate Services Director Position Description

The Montana Democratic Legislative Campaign Committee (MDLCC), the only entity that works to elect Democrats to the Montana State Legislature, is accepting applications for the Candidate Services Director position.

The Candidate Services Director is responsible for managing MDLCC's paid media program, managing the MDLCC Incumbent Protection Program, managing MDLCC's Red to Blue and Majority Makers programs, supporting non-targeted candidates in safe Democratic and GOP-held seats, and assisting MDLCC with other tasks as assigned, such as research and fundraising. The Candidate Services Director will be based in Helena, Montana. This is a temporary position lasting through November 2024.

To apply, please submit a resume and three references here:

<https://forms.gle/QQhZXeh5hTdNnpCa9>. Applications will be accepted until the position is filled. *Incomplete applications will not be considered.*

**POSITION TITLE:** Candidate Services Director

**POSITION STATUS:** Temporary

**UNION STATUS:** Unionized with IBEW Local 206

**REPORTING TO:** Director of MDLCC

**LOCATION:** Helena, MT

**STARTING DATE:** January-April 2024

**COMPENSATION:** \$4,500-\$5,000 per month, health, dental, and vision insurance 100% paid by employer, monthly \$100 technology stipend, and qualifying mileage reimbursement.

**EXPERIENCE LEVEL:** Mid level, 2-3 years experience working with candidates directly strongly preferred

### **The Candidate Services Coordinator duties include:**

- Serve as the point of contact to candidates in the Majority Makers and Red to Blue programs and those running in safe, Republican-held and Democratic leaning seats to assist with all aspects of their campaign, including, but not limited to, door knocking, fundraising, and budgeting
- Holding assigned candidates accountable to their campaign plans, including canvassing goals and fundraising
- Coordinate with MDLCC's mail and digital vendors to help run the Caucus' buy-in media program
- Assisting other MDLCC staff with fundraising and opposition research
- Developing relationships with political stakeholders, allied organizations, and local Democratic committees
- Other duties as assigned

The Candidate Services Director must also be self-motivated and outgoing, with strong verbal and writing skills. They must be able to keep composure in a stressful environment and possess the ability to juggle multiple priorities and projects and meet deadlines under pressure. They must have a desire to learn on the job and meet any challenge with a positive attitude with the ability to hold themselves and others accountable for reaching goals.

Applicants must have reliable transportation and a current driver's license.

Applicants must be passionate about the work we do and able to work long hours, including nights and weekends, in a fast-paced environment to help Democrats win.