



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 2024 election cycle. These positions are all based in Clark County/Las Vegas, Nevada and will last through November of 2024.

Responsibilities:

Working directly with the Assembly Democratic Caucus staff as well as directly with the candidate to execute the overarching strategic campaign plan activities, and workflow, including;

- *Field & Voter Outreach*
 - Tracking phone banking & canvassing goals
 - Recruiting and managing a volunteer base
 - Developing and executing a vote-by-mail & in-person early vote GOTV strategy
- *Fundraising & Finance*
 - Conducting donor research
 - Staffing candidate call time
 - Organizing, planning, and executing fundraisers
- *Political & Operations*
 - Building and maintaining relationships with local political organizations
 - Tracking and managing candidate questionnaires
 - Managing important campaign documents, reports, and deadlines
- *All other campaign tasks as needed and/or assigned by the candidate or Caucus staff*

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 but starting at \$5,000; benefits include health care and 6 days of PTO.
- Occasional travel within the state and national travel will be required

Please send resume and 3 references to 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.