



## MICHIGAN HOUSE DEMOCRATIC FUND

### JOB DESCRIPTION: CAMPAIGN COORDINATOR

The Michigan House Democratic Fund seeks Campaign Coordinators to win targeted races across the state and help defend the Democratic House majority. They will run day-to-day campaign operations and work as the lead coordinator between the Michigan House Democratic Fund and the respective candidate.

#### Responsibilities

- Collaborate with the candidate and the core campaign team to finalize the campaign plan, which should include measurable fundraising and organizing goals.
- Manage and maintain the campaign schedule, which includes enforcing critical deadlines.
- Coordinate with the Michigan House Democratic Fund in support of the campaign finance plan, including, planning fundraisers and overseeing call time.
- Build and train a consistent volunteer base and implement a direct voter contact plan.
- Work to secure endorsements and maximize fundraising, volunteer recruitment, and communications opportunities from partners and stakeholders.
- Manage social media and email programs; draft press releases and plan press events.
- Enter campaign data quickly and accurately into the appropriate fundraising and/or outreach database.
- Execute other duties as assigned.

#### Qualifications

Ideal candidates are former campaign staffers with knowledge of and experience with campaign tools and strategies. The Michigan House Democratic Caucus is looking for exceptionally organized, personable applicants who can think quickly and act independently. Other qualifications include:

- Must be passionate and dedicated to helping elect Democrats to the Michigan State House.
- Must be a team player with strong organizational skills and the ability to delegate tasks when appropriate.
- Must have access to a cell phone and have the ability to commute around the district.

#### Compensation and Details

The start date is May 1 through November 15, 2025. The position is full-time, requiring evenings and weekends. The pay is \$4,500/month and includes health care benefits. Candidates must be local or willing to relocate.

#### How to Apply

Please send a resume to Michael at [mwall@mihousedems.com](mailto:mwall@mihousedems.com) with "Campaign Coordinator" in the subject line.

*The Michigan House Democratic Fund is an equal-opportunity employer committed to hiring a diverse staff that reflects our Party and our caucus.*