



**Job: Campaign Manager**

**Organization: Georgia House Democrats**

**Location: State House Districts Across Georgia**

The Georgia House Democrats are seeking dedicated Campaign Managers for the 2024 campaign cycle. Applicants will be hired by candidates for the Georgia House Democratic Caucus and will be full-time employees of the Leadership Committee of the Georgia House Democratic Caucus, "Georgia Blue PAC."

### **About the Campaign Manager role:**

Campaign Managers will play a key role in our mission to win the majority in the Georgia State House by helping a diverse slate of candidates compete across Georgia. Campaign Managers will be responsible for building and managing all aspects of the campaign to elect the candidate to the Georgia House.

### **Essential Job Functions:**

- Work with the candidate and the core campaign team to write and execute the campaign plan and budget, including developing paid media, fundraising, and field plans and metrics.
- Oversee fundraising by planning events and implementing consistent fundraising strategies.
- Maintain the candidate and campaign schedules and meet critical deadlines.
- Manage social media and email programs; draft press releases and plan press events; oversee letters to the editor program and earned media events.
- Run campaign team meetings; oversee the consultant team and delegate responsibilities accordingly.
- Manage field strategy, staff, and volunteer program; make calls and knock doors as necessary.

### **Minimum Qualifications:**

- Minimum one to two years of experience in political, non-profit, or issue-oriented organizing work, or equivalent experience in other fields.
- Self-starter with the ability to show strong organizational and planning skills while working long hours in a fast-paced, high-pressure environment;
- Effective people manager who is able to engage and motivate candidates and staff;
- Strong understanding of political environment and political best practices;
- Strategic thinker with a collaborative approach to problem-solving;
- Organized and self-motivated, with strong attention to detail;
- Able to perform in a deadline-driven environment; and,
- Ability to be flexible in dynamic situations and help build a lasting campaign committee infrastructure.



### **Bonus Qualifications:**

- Experience managing staff with a demonstrated willingness to empower and support staff to be leaders in their own right; and,
- Prior experience working on a campaign, specifically in finance, communication or field operations.

### **Physical Requirements:**

Georgia Blue PAC is committed to an inclusive organization supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive at Georgia Blue PAC. The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Working from a computer for long periods of time
- Flexibility to work extensive hours outside of normal operating hours

### **Schedule, Compensation & Location:**

The start date is ASAP through November 30, 2024. This position is full-time, requiring frequent evenings and weekends. Campaign Managers will be expected to work at least 40 hours a week, and this will ramp up as we get closer to the election.

The salary for the Campaign Manager position is \$4,000-\$5,000 per month and is negotiable, commensurate with the qualifications and experience of the selected candidate. Georgia Blue PAC offers 100% employer-paid health insurance for all full-time employees.

### **How to Apply:**

To apply, please email your resume and a brief message about why you're interested in the role to Jake Field at [jake@gahousedems.com](mailto:jake@gahousedems.com).

The Georgia House Democratic Caucus is an equal opportunity employer. People of color, LGBTQ+ individuals, and people with disabilities are strongly encouraged to apply.