



## **JOB ANNOUNCEMENT**

The MN DFL Senate Caucus is looking for a qualified candidate to serve as Campaign Director. This candidate must have sound judgment, political savvy, fundraising ability, and a work ethic of the highest degree. Preference will be given to candidates who understand Minnesota politics, local races, and regional political issues. The Campaign Director should have at least three cycles of campaign experience. Qualified applicants need to have demonstrated skills in managing multiple staff at various levels of responsibility, managing multiple consultant teams, motivating people, and developing and implementing strategic plans.

The Salary is commensurate with experience with the salary band between \$100,000 - \$125,000 annually. Employees are paid on a bi-weekly basis and receive a competitive benefits package.

The detailed job description is below. The deadline to submit applications is November 30th. Any questions and submission of a cover letter, resume, and references should be sent to Alana Petersen at [petersencanaryconsulting@gmail.com](mailto:petersencanaryconsulting@gmail.com).

## **MN DFL SENATE CAUCUS EXECUTIVE DIRECTOR JOB DESCRIPTION**

### **OVERVIEW**

The Campaign Director will oversee the day-to-day operations of the MN DFL Senate Caucus during the 2024 cycle. The work will include but not limited to strategic campaign planning, hiring, and managing staff, communications, executing programs, and fundraising. The Executive Director will work with the Leader, their designees, and caucus campaign leadership.

The candidate needs sound judgment, political savvy, fundraising ability, and a work ethic of the highest degree. Prefer understanding MN politics, elected officials, and major local political issues. The Campaign Director must work to protect and enhance the reputation of Senate Democrats.

*The Campaign Director will share the following commitment and values:*

- Ensure strong programming to maintain the majority in the MN Senate.
- The ability to put together a strong plan.
- Hiring, training, and leading an experienced strong and diverse team
- Strong evaluation process to measure outcomes
- Transparent systems of communication
- Help ensure the Caucus has a strong, respectful, and cohesive team culture.
- A positive, kind, empowering and no-drama approach to their work.

## RESPONSIBILITIES

### *Primary responsibilities include:*

- Staff Management
- Recruit, Train and Develop Candidates
- Build and Execute Organizing Plan
- Create Communications and Outreach Program
- Oversee Fundraising Program
- Develop Strong Working Relationships with Partners and Allies
- Financial Stewardship

### *Staff Management*

- Hire and manage core staff to ensure that the day-to-day operations are tracked for the achievement of producing results without micromanaging.
- Ensure there is an ongoing training program for staff that meets the needs of the program.
- Must be able to evaluate employee effectiveness and restructure jobs, as necessary.
- Develop a strong and healthy culture for organization.

### *Recruitment and Develop Candidates*

- Recruiting highly qualified candidates who fit the senate district they are running in. Not to mention are motivated and understand what it takes to win.
- Build an ongoing training program that ensures candidates are prepared for the campaign cycle.
- Ensure that candidates have the assistance they need to run a strong campaign.

### *Build and Execute Organizing Plan*

- Develop an effective Field and Candidate support structure for candidates.
- Create on-going training programs for caucus members and candidates.
- Ensure that caucus members and candidates are efficiently building media, mail, digital programs.

### *Create Communications and Outreach Program*

- Develop communications plan for the Senate Caucus.
- Run a pro-active communications program that leads critical communications with activists, donors, stakeholders, partners, consultants, allied organizations, and key constituencies.
- Must seek out and utilize new media and innovative campaign communication tools.
- Create strong working relationships with partners and ally organizations across the state.

### *Financial Stewardship*

- Build finance team.
- Ensure a strong fundraising plan with an emphasis on relationships.
- Managing finance staff.
- Manage cash flow prioritizing Caucus goals.

- The Campaign Director is responsible for the budget of MN Senate DFL Caucus and will work with the finance team and the compliance contractor to make sure all campaign finance reports, tax returns, and other required reports are filed accurately and on time.

### **QUALIFICATIONS**

- The Campaign Director will have at least three cycles of campaign experience.
- Qualified applicants need to demonstrate skills in managing multiple staff and consultant teams, motivating people, and developing and implementing strategic plans.
- Experience leading a board of directors, or committee, or other decision-making entity is a must.
- Strategic planning needs to include mission, campaign benchmarks, and clear objectives in the areas of field work, fundraising, and working with support teams.
- Superior project management skills are a must to make sure that campaign strategies and tactics adapt and change with the dynamics throughout the election cycle.

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MN DFL State Senate Caucus is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. The DFL Senate Caucus is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, veteran status and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.