



JOB ANNOUNCEMENT

The Minnesota DFL Senate Caucus is currently seeking a qualified candidate for the position of Campaigns Director. The ideal candidate will be a collaborative team player with a strong understanding of Minnesota's political landscape, sound judgment, and an exceptional work ethic. The Campaigns Director will work directly with the Executive Director to build the program and provide support to Senate campaigns in their engagement and organizing efforts throughout the state. This role will involve aiding grassroots partners and managing caucus campaign staff to ensure the success of campaigns.

Access to reliable transportation is required. This is a full-time, temporary role located in Minnesota that requires in-person work. Qualified applicants must have demonstrated skills in managing multiple staff members at various levels of responsibility, coordinating multiple consultant teams, motivating people, and developing and implementing strategic plans. The salary is \$100,000 per year, commensurate with experience. Employees are paid bi-weekly and receive a competitive benefits package.

The detailed job description is below. Any questions and submission of a cover letter, resume, and references should be sent to Sarah Robinson at sarah@senatedflcaucus.com.

OVERVIEW

RESPONSIBILITIES

Assist the Executive Director in developing a caucus program, building out a team, recruiting candidates, managing staff, and ensuring we use data to tell our story.

Caucus Program

- Support the Executive Director in implementing the campaign's strategy to engage and mobilize support among political stakeholders and communities.
- Act as a liaison and provide support to the senators serving on the campaign leadership team.
- Serve as a primary point of contact for grassroots political partners, providing timely updates, resources, and support.
- Represent the campaign at key political events, meetings, conferences, caucus meetings, coordinated campaigns, and events that advance program goals.
- Communicate the campaign's message effectively to grassroots leaders to keep them informed and engaged.

Staff Management

- Manage a diverse team of district coordinators and organizers.
- Coordinate campaign teams' activities and track progress toward goals.
- Provide ongoing support, motivation, and recognition to managers.

Budget Management

- Manage the hard side budget within the parameters determined by the Executive Director with strict attention to detail.

Recruitment

- Work with the Executive Director and the recruitment co-chairs to identify candidates in every Senate District.

Candidate Support

- Assist the candidates and campaign teams in securing endorsements from political leaders and stakeholders across the state.
- Work with candidates to develop the infrastructure for their campaigns.

Data Management

- Maintain accurate records of caucus and candidate campaigns' work, including the total number of events and attendees, voter contact numbers, and fundraising numbers.
- Collaborate with the campaign leadership to establish quantitative and/or qualitative goals that track progress.

QUALIFICATIONS

Experience

Previous experience in political campaigns, community organizing, or grassroots advocacy preferred. Existing political relationships in Minnesota are preferred but not required. We're seeking an individual with a proven ability to establish and maintain relationships with grassroots leaders and effectively manage staff.

Skills

Experience managing people in a fast-paced environment. Excellent interpersonal and communication skills, both written and verbal. Strong organizational and time-management skills. Proficiency in using digital tools.

Education

Bachelor's degree in a related field preferred, but not required.

Attributes

Passionate about political advocacy and making a difference. Ability to work independently and as part of a team. Flexible and adaptable to changing campaign needs. Willingness to work evenings and weekends as required. Access to reliable transportation is also required.

The MN DFL State Senate Caucus is an equal opportunity employer committed to providing a work environment free from discrimination and harassment for all employees. 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.