



DISTRICT COORDINATOR

OVERVIEW

The Minnesota DFL Senate Caucus is currently seeking qualified candidates for the positions of District Coordinators. The caucus is seeking passionate, motivated district coordinators to manage highly competitive and targeted state legislative campaigns. This position starts immediately and will report to the Campaigns Director. District Coordinators will be responsible for drafting and executing a campaign plan, including a finance and organizing plan, as well as managing a campaign budget. The District Coordinators will also be responsible for managing the candidate's time, ensuring the campaign is achieving its goals, and working with any relevant official-side staff.

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 staff, working with candidates, training, and implementing strategic plans. Salary is commensurate with experience. Employees are paid bi-weekly and receive a competitive benefits package. **The salary is \$5,500/month and the start date is May 4, 2026.**

The detailed job description is below. Any questions and submission of a resume and references should be sent to jessica@senatedflcaucus.com.

RESPONSIBILITIES

- Work with a team of consultants and caucus staff to write a campaign plan and budget
- Develop and execute a multifaceted finance plan with programs aimed at multiple donor categories (including PACs, high and low dollar individuals, and other institutional givers)
- Manage candidate/principal call time, including donor research, tracking pledges, conducting all follow-up correspondence, and officially thanking donors
- Build on, manage, and improve the existing donor database to identify, research, and recruit new donors
- Collaborate with candidate/principal, caucus staff, and consultants on messaging, outreach strategy, and get-out-the-vote activities

- Prepare candidate/principal for interviews & debates, create press releases, manage press relationships, and rapid response communications
- Supervise and manage the in-district field organizer
- Maintaining relationships with all partner organizations in the district
- Manage day-to-day campaign operations, coordinate the candidate/principal's schedule, and prioritize to ensure time is allocated wisely

QUALIFICATIONS

- 1-2 cycles of campaign experience. Field organizing experience and/or fundraising preferred, but not required.
- Experience using NGP/VAN, ActBlue, and other campaign software (Google Suite, Mobilize, Every Action, Action Network, etc.).
- Able to build relationships and learn about the political and cultural landscape of the district quickly.
- Quick problem-solving skills and solutions-oriented mindset.
- A growth mindset and the ability to take and implement feedback.
- Ability to manage multiple projects and deadlines at once and keep calm in stressful situations.
- Willingness/eagerness to get creative and try new approaches and tactics to reach and connect with voters.
- Excellent verbal and written communication skills.
- Previous experience working for state legislative candidates is 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.