



Committee to Elect Keri Ingle - Campaign Manager Job Description

Title: Campaign Manager

Location: Kansas City metropolitan area

Anticipated Start Date: June 1, 2026

Status: Full-time-with weekend and evening hours, and some statewide travel

Salary Range: negotiable based on experience

Overview:

Rep. Ingle is seeking a talented and passionate staffer to serve as her Campaign Manager for her 2026 campaign for State Senate District 8. The ideal candidate would be a self-motivated, organized individual with the ability to create, manage, implement the Campaign plan and budget. The Senate Democratic Campaign Committee will provide support and resources; campaign management and fundraising experience is preferred, but not required. Occasional travel will be required to accommodate events and the candidate's schedule.

Key Responsibilities:

- **Campaign Plan:** Draft and implement a winning campaign plan that outlines the campaign's efforts through Election Day, including fundraising, canvassing, phoning, volunteer recruitment, district outreach and local media relations.
- **Fundraising Plan:** Draft and implement fundraising plan for the campaign budget that relies on direct mail solicitations, candidate phone calls, and fundraising events. Staff the candidate during fundraising calls and events.
- Conduct donor research and prepare appropriate information, track results, and do follow up to effectively execute the fundraising plan
- In coordination with the Finance Director and/or campaign staff to implement an outreach strategy to prospective donors.

Candidate Management:

Manage the candidate's time by scheduling times for canvassing, fundraising calls, lobby calls and endorsement interviews. Keep the candidate on schedule and on task. Always make sure they have the preparation and information needed to succeed.

Volunteer Recruitment and Management: Using the candidate's personal contacts, county parties, and local connections, recruit, train and manage campaign volunteers. Secure commitments throughout the cycle and assign relevant tasks.

Field Planning and Executing: Draft and implement a field plan that involves candidate, volunteer, campaign staff canvassing, community outreach, phone banking, creative field tactics, volunteer recruitment and confirmation of positive IDs. Some campaigns will have the resources to hire a field manager, if that is the case in your campaign, the campaign manager will be responsible for overseeing them.

Press Relations: Serve as the campaign contact for local and statewide media. Coordinate with the candidate and consultant in drafting press releases when appropriate and preparing candidate for press opportunities.

Office Management: Secure donated, shared or low-cost office space for the campaign, and serve as office manager for the space. Answer phones and screen candidate's email.

Contribution and Expenditure Tracking: Work with the campaign Treasurer to establish and maintain accurate records of bank account, contributions and expenditures, and assist the Treasurer with contribution and expenditure report filings when needed.

Website Maintenance: Maintain the campaign's website so that it serves as a valuable and up-to date communication tool or delegate this task when appropriate.

Qualifications

- High Attention to Detail, with the ability to manage and prioritize projects across the campaign
 - for example, ensuring the candidate's schedule is optimized
- Commitment to electing Democrats to the Missouri Senate
- Excellent writing skills
- Ability to create plans that pay close attention to timeliness and deadlines
- Ability to work in groups
- Ability to think creatively, solve problems effectively and address situations quickly
- Orientation to work collaboratively with various team members and stakeholders
- Experience with political campaigns

Physical Requirements

The Committee to Elect Keri Ingle is committed to an inclusive organization and to supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive. 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
- Travel is expected.

To Apply please submit by a resume, references and salary requirements to keri@keriformissouri.com & magaret@mosendems.org