



Request for Proposals

Part-Time Project Manager — 2026 Election Cycle

Issuing Entity	HDCCC	Engagement	Part-Time Independent Contractor
Contract Period	June 1 – December 31, 2026	Compensation	\$75.00 – \$100.00 per hour
RFP Release	May 12, 2026	Submission Deadline	May 22, 2026, 5:00 p.m. Eastern
Primary Contact	Lindsey Burke	Submit To	

1. Background and Purpose

The Kentucky House Democratic Caucus Campaign Committee (HDCCC) is the campaign arm of the House Democratic Caucus. The HDCCC coordinates candidate financial support, fundraising operations, field coordination, volunteer enlistment and support, and caucus-level communications for Democratic candidates running for the Kentucky House of Representatives. This RFP is issued on behalf of HDCCC leadership, which includes the House Minority Leader, the Caucus Chair, and the Minority Whip.

The HDCCC seeks a part-time Project Manager for a coordination, advising, and tracking role from June through December 2026. This is not a campaign manager position. The role is caucus-facing and advisory. Most targeted candidates have their own campaign managers, and the Project Manager will support those teams rather than direct them. In races where infrastructure is limited, the Project Manager may help develop plans, but the role does not replace candidate leadership or assume operational control of any campaign.

The Committee supports candidates across three tiers: seven Tier 1 races (top flip and protection targets), ten Tier 2 races (targeted support and monitoring), and ten Tier 3 races (limited support). The Committee operates under a scenario-based budget framework with three funding levels — Stretch (\$250,000), Mid-Level (\$200,000), and Basic (\$150,000) with candidate investment concentrated in Tier 1 races. The Project Manager must operate within this structure and help ensure that candidate support translates into measurable, district-level outcomes.

2. Scope of Work and Responsibilities

The Project Manager will deliver the following throughout the contract period:

Caucus Fundraising and Donor Strategy

- Develop and manage an annual fundraising calendar in coordination with leadership; track performance against the three budget scenarios and report gaps and projections.
- Coordinate caucus fundraising events end-to-end — scheduling, venue, invitation outreach, guest tracking, follow-up, and revenue reporting — supporting one to two events per month from June through October.
- Manage donor solicitation outreach, including list management, follow-up tracking, and revenue reporting for the June and July outreach cycle.
- Develop an internal caucus support strategy to increase member participation through direct contributions and call-time commitments.

Call-Time Management

- Manage HDCCC call-time sessions, including scheduling, list preparation, and follow-up tracking.

- Support caucus members in executing their monthly call-time commitments (target: two hours per member per month) and report participation results to leadership.

Candidate Support and Race Monitoring

- Advise Tier 1 and Tier 2 candidates on fundraising plans, call-time goals, donor outreach, and event strategy.
- Develop fundraising plans for any Tier 1 candidate who lacks one, delivered within thirty days of contract start, and support donor list development through structured outreach.
- Monitor all supported races on an ongoing basis, with primary focus on Tier 1 and Tier 2 districts; verify that funded candidates continue to meet investment criteria.
- Identify races trending off-course and escalate to leadership with specific observations and recommended responses.

Field Coordination

- Coordinate with field partners, including the Kentucky Democratic Party and other partners, to align field activity with targeted races.
- Track field metrics in Tier 1 races, including voter contact, door-knocking activity, and volunteer mobilization.
- Coordinate GOTV rallies in October and November, with a target of at least four events in flippable districts.

Data, Reporting, and Compliance

- Establish a centralized race-level tracking dashboard by the end of June, covering fundraising performance, field activity, candidate readiness, and key benchmarks, and maintain it throughout the contract period.
- Deliver a bi-weekly written leadership report covering active races, fundraising performance, call-time participation, field status, key developments, and recommended actions.
- Analyze trends in candidate performance and donor behavior and provide actionable recommendations to leadership.
- Track Kentucky Registry of Election Finance (KREF) reporting deadlines for all supported candidates and the HDCCC; alert candidates and leadership to impending filings; coordinate with the HDCCC bookkeeper to ensure caucus-level filings are current. This role provides general KREF guidance, not legal advice.

Messaging, Scheduling, and Administration

- Support alignment of candidate messaging with caucus-level messaging strategy; identify off-message activity and report concerns to leadership.
- Maintain a shared online calendar for HDCCC activities, including legislative dates, fundraising events, call-time sessions, and candidate engagement windows.
- Provide scheduling and administrative support, including meeting preparation and follow-up tracking, and coordinate with any HDCCC interns on logistics and data tasks.
- Submit a post-election summary report no more than two weeks after Election Day, covering district outcomes, fundraising totals, candidate performance metrics, and lessons for future cycles.

3. Qualifications

Required

- Demonstrated experience in state legislative campaign operations, political fundraising, or caucus campaign committee work.
- Proven ability to manage multiple workstreams with accountability to measurable outcomes.
- Experience managing or supporting political call-time programs.
- Ability to work in an advisory capacity alongside campaign managers without overstepping or undermining existing campaign structure.
- Experience producing written reports and data-driven analysis for political leadership.
- Discretion in handling confidential political and financial information.

Preferred

- Working knowledge of Kentucky political geography, voter behavior, and regional political culture.
- Familiarity with KREF reporting requirements and Kentucky campaign finance processes.

- Prior experience in a caucus campaign committee or coordinated campaign context, including engagement with labor, civic, or coalition partners.
- Proficiency with donor management platforms such as Campaign Deputy, NGP, or comparable tools.
- Experience in Southern or Midwestern legislative environments, particularly in competitive states.

4. Work Expectations and Reporting Structure

This is a part-time independent contractor engagement. Hours will vary week to week based on the election calendar, with the heaviest workload anticipated from August through November. The contractor may attend in-person sessions in Frankfort, and possibly in Louisville and Lexington, for events, candidate meetings, and leadership coordination, and will be available for urgent communication during active campaign periods.

The Project Manager reports jointly to the House Minority Leader, the Caucus Chair, and the Minority Whip, and advises candidates and their campaign teams. The role does not carry directive authority over campaign staff, campaign managers, or candidates. Where performance concerns or strategic gaps are identified, the expectation is to document findings and bring them to HDCCC leadership for resolution. Day-to-day coordination on internal administrative matters may be delegated to a designated HDCCC staff contact identified by leadership.

5. Compensation and Contract Period

The hourly rate range is \$75.00 to \$100.00. Compensation is based on actual hours worked and approved in advance by the designated leadership contract; the HDCCC does not guarantee a minimum number of hours. Expense reimbursement, if any, will be addressed in the final contract and is subject to prior approval. The contract period runs from on or around June 1, 2026, through December 31, 2026. The HDCCC reserves the right to extend the contract based on performance and operational need. Either party may terminate with fourteen days' written notice; the HDCCC reserves the right to terminate immediately for non-performance or breach.

6. Proposal Submission Requirements

Applicants must submit a complete proposal package by the submission deadline shown above to the Primary Contact listed at the top of this document. Incomplete submissions will not be reviewed. Required materials:

1. Cover letter (maximum two pages) stating interest, relevant experience, and specific reasons the applicant is suited for this engagement.
2. Resume or qualifications summary documenting relevant political, fundraising, and project management experience.
3. Description of relevant experience addressing at least three of the following: call-time management, candidate fundraising advising, campaign monitoring and reporting, data tracking, event coordination, KREF or campaign finance compliance, field coordination, or caucus-level operations.
4. Approach to the work (maximum two pages) explaining how the applicant would structure the role, manage competing priorities, and create accountability across a multi-race environment.
5. Sample report or dashboard from a prior role, if available, redacted as needed to protect confidential information.
6. Three professional references with names, titles, contact information, and a brief description of the working relationship; at least two must come from political or campaign contexts.
7. Proposed hourly rate within the stated range, anticipated weekly hours, and any availability constraints during the contract period, particularly between August and November.
8. Full disclosure of any current or previous political engagements, campaign work, or employment relationships that could conflict with or limit availability for this role. The HDCCC reserves the right to disqualify applicants with conflicts it determines to be material.

7. Evaluation Process and Timeline

An evaluation committee appointed by HDCCC leadership will review submissions. Finalists will be selected based on written submission scores and invited to a structured interview; final scoring will combine written and interview performance. The HDCCC will notify finalists within five business days of completing interviews and reserves the right to negotiate final contract terms with the selected applicant. The HDCCC is not obligated to select any applicant and may re-issue this RFP if submissions do not meet its standards.

Evaluation Criteria

Submissions and interviews will be evaluated on relevant political and fundraising experience; demonstrated call-time and donor development capability; reporting, data, and analysis discipline; approach to advisory work alongside campaign managers; understanding of Kentucky political terrain; accountability and communication. Detailed scoring criteria are held by the evaluation committee.

RFP Release	May 12, 2026	Finalist Interviews	May 25 th – May 27 th
Proposal Deadline	May 22, 2026	Engagement Start	On or around June 1, 2026

8. General Conditions

- The HDCCC reserves the right to reject any or all proposals at its sole discretion and to waive minor irregularities in any submission.
- Submission of a proposal does not create any contractual right or obligation on the part of the HDCCC.
- Applicants are responsible for all costs associated with preparing and submitting proposals.
- All submission materials become the property of the HDCCC and will be held in confidence.
- The selected contractor shall sign a confidentiality agreement as a condition of engagement.
- The HDCCC may contact references, verify employment history, and conduct other due diligence prior to selection.