

2023 NEW JERSEY DEMOCRATIC LEGISLATIVE RACES SENATE & ASSEMBLY CAMPAIGN MANAGER

PURPOSE: A top-tier joint Senate and Assembly campaign in New Jersey is seeking a full-time Campaign Manager who will be responsible for planning and coordinating efforts to elect and re-elect Democratic members to the NJ State Senate and NJ General Assembly during the 2023 legislative cycle. Campaign Managers will simultaneously manage one candidate running for the state senate and two (2) candidates running for the general assembly and it will be his/her responsibility to coordinate the efforts of various staff and vendors to execute the joint plan created by the Senate Democratic Majority (SDM) and NJ Democratic Assembly Campaign Committee (DACC) caucus leadership and key stakeholders. The ability to manage multiple staff, interns, and volunteers and coordinate with Senior Staff, candidates, and elected officials on a daily basis are critical. This member of our staff will need to be organized and detail-oriented, possess strong communication skills, demonstrate a commitment to Democratic values, and be a self-starter.

PRIMARY RESPONSIBILITIES:

- Draft, implement and manage a campaign plan that includes data-informed goals, clear metrics for evaluating progress, research-guided tactics, and program timelines.
- Manage team to build grassroots support for candidates in targeted districts.
- Expand on the local Democratic base and build grassroots volunteer teams in targeted districts.
- Make determinations/recommendations to candidates on what to attend and coordinate staffing for each event based on a finalized weekly schedule. Staff events as needed, and represent the campaign for outreach.
- Hire, train, and manage multiple layers of staff including organizers.
- Create a professional, enthusiastic, inclusive work environment and culture among field staff and volunteers.
- Manage all outgoing disbursements (vendor payments, invoices, payroll, etc.).
- Manage internal books – to manage/review cash flow.
- Establish a culture of accountability for staff, volunteers, and vendors to reach benchmarks and goals for success.
- Work collaboratively with other members of the senior leadership team to integrate field, fundraising, and communications.
- Communicate with campaign leadership on success, pitfalls, and the needs of the field program.
- Other campaign-related tasks and duties as assigned as needed.

MINIMUM QUALIFICATIONS:

- At least one campaign cycle of candidate management experience.
- At least two campaign cycles managing paid staff (not including volunteers).
- At least one campaign cycle experience managing a GOTV operation.
- Experience and comfortability with VAN/Votebuilder, Microsoft Office, Google Suite.

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- Familiarity with or ability to quickly learn New Jersey campaign finance and compliance laws.
- Knowledge of the candidates and understanding of New Jersey politics.
- Willingness to work in a fast-paced and demanding but fulfilling environment, including evening and weekend hours.
- Ability to work collaboratively and independently.
- Highly organized, detail-oriented, and excellence-focused.
- This role will evolve throughout the campaign and the person hired must be able to multitask and be flexible.
- Must have a car, computer, and smartphone.
- Must live in New Jersey and be willing to work in person for the 2023 legislative cycle.

PHYSICAL REQUIREMENTS: Work is generally performed in an office setting. Travel within the state is required.

CONTACTS: Senate Democratic Majority (SDM) and NJ Democratic Assembly Campaign Committee (DACC) caucus leadership and stakeholders, local elected officials and political leaders.

COMPENSATION: Salary will be commensurate with experience and includes healthcare benefits.

HOW TO APPLY: To apply, email a resume and 2-3 references to melanie@njdacc.com with the subject line "Campaign Manager".

The Senate Democratic Majority and NJ Democratic Assembly Campaign Committee are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.