



JOB ANNOUNCEMENT

Position Title: State House Campaign Services Manager
Location: Anchorage, Alaska
Reports to: Coordinated Campaign Director/Executive Director
Salary: Commensurate with experience
Benefits: Health, Dental, Vision
Term of Employment: Through Nov. 2020

The Alaska Democratic Party seeks a State House Campaign Services Manager for the 2020 election cycle. This position will report to the Coordinated Campaign Manager and collaborates with the Data Director/Political Coordinator, Communications Director, the House Democratic Campaign Committee, and House party leaders in creating and implementing a strategic plan to elect Democrats to the Alaska House of Representatives. An ideal candidate is highly organized, detail-oriented and a self-starter with proven leadership and volunteer management skills.

How to Apply: Interested candidates should email their resume and cover letter to jobs@akdems.org. Please include "House Campaign Services Manager" in the subject line. Position will be open until filled. Applications will be reviewed on a rolling basis.

The Alaska Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. The Alaska Democratic Party is dedicated to achieving equality of opportunity for all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin, or disability.

RESPONSIBILITIES INCLUDE:

- Formulation of a tiered State House District winning campaign strategy to meet near-term, mid-term, and long-term electoral goals.
- Provide support and training for Alaska House of Representative Democratic candidates.
- Work with State House candidate campaigns to write and implement their campaign plans.
- Raise funds to help support the House Democratic Campaign Committee and Alaska Democratic Party Coordinated Campaign efforts to gain a majority in the Alaska House of Representatives.
- Assist with State House candidate recruitment.
- Perform opposition research in coordination with ADP staff and stakeholders.
- Manage and motivate volunteers.

- Coordinate with legislative and party leaders.
- Produce template materials that can be used across multiple campaigns and conduct vendor research to inform ADP decisions regarding contracts for the Coordinated Campaign.
- Organize events, including mass-canvassing operations, phone banks, and regional campaign meetings.

QUALIFICATIONS AND SKILLS:

- Minimum 2 cycles experience working on a campaign.
- Proficient in using VoteBuilder.
- Excellent communication, management, and leadership skills, including the ability to effectively and professionally interface with candidates, staff, and volunteers.
- Understanding and experience in targeting.
- Fundraising experience.
- Ability to construct and execute training programs.
- Experience in recruiting and managing volunteers.
- Proven experience managing multiple, complex projects simultaneously, and finishing tasks on deadline.
- Access to reliable transportation and a valid driver's license.
- Graphic skills a plus.
- Must demonstrate cultural competency with diverse audiences.