

Job Description

The Florida House Democrats are looking for talented individuals to join the team for the 2020 campaign cycle as Legislative Campaign Managers. This position will be hired on a rolling basis throughout the Summer of 2020.

Job Requirements

The Legislative Campaign Managers will be responsible for overseeing the day to day operations of an assigned State House campaign through November 15th, 2020.

Potential duties include:

- Work directly with the recruited candidate in an assigned district on a day to day basis
- *Draft and implement a comprehensive campaign plan, with an emphasis on fundraising and field operations, for the assigned district in conjunction with the House Caucus staff and consulting team, including:*
- *Serve as the key contact for the campaign in fundraising and field efforts*
- *Serve as the liaison to the campaign from the FL House Democratic caucus and consulting team*
- *Recruit, train, and manage interns and volunteers to fulfill the needs of the campaign plan as a volunteer driven campaign operation*
- *Work with the fundraising team to raise and manage a \$150,000+ fundraising operation in conjunction with the campaign's treasurer, FL House Democrats Finance Director, and campaign interns.*

The Legislative Campaign Managers should expect a demanding work schedule and be available long hours, seven days a week through Election Day. They will report directly to the Florida House Victory Political Director and Finance Director.

Required Skills

- High Attention to Detail
- Commitment to winning a Democratic majority in the Florida State House
- Excellent writing skills
- Time Management skills
- Ability to work in groups
- Ability to problem solve and think on their feet
- Team player
- Experience with political campaigns

Preferred Skills

- **1-2 cycles in finance or field operations**
- **Familiarity with NGP VAN and/or ActBlue**
- **Experience with fundraising, call time, donor retention, and building a fundraising network**
- **Familiarity with Florida, State Legislative Races, or other relevant political experiences**