Democrats in the Michigan House of Representatives currently hold 52 of 110 seats, and are just four seats away from flipping the house in 2020 for the first time in nearly a decade. To that end, the Michigan House Democratic Fund (MHDF) is seeking to add a thoughtful, driven, results-oriented, full-time Deputy Caucus Director to the team.

OVERVIEW
The Deputy Caucus Director (DCD) will report directly to the Caucus Director to help plan and execute MHDF’s mission of winning the majority in 2020. The DCD will work to identify and train strong candidates for State Representative in 110 districts throughout Michigan, oversee on-the-ground field and campaign staff, and ensure the implementation of MHDF’s overarching strategy in conjunction with key staff, the consulting team, the member-driven campaigns board, key stakeholders and activist groups throughout the state and country.

KEY RESPONSIBILITIES

DATA, STRATEGY and TECHNOLOGY
➢ Serve as MHDF’s primary VAN administrator;
➢ Ensure, in conjunction with the MDP, DLCC and DNC, that all available scores and data are thoroughly integrated into the VAN and effectively rolled out to each campaign;
➢ Work with TPRG, MDP and other invested parties to analyze the impact of Prop 3 on all municipal, special, primary and relevant national elections; use findings to build, in conjunction with Coordinated Campaign, AV plan for November 2020 MI House races;
➢ Compile state, MI house district and precinct-level data analyses to inform district targeting and individual campaign strategies;
➢ Identify, vet and implement new field and data technology systems across campaigns and within the caucus;
➢ Work with consulting team, caucus director, organizing director and individual campaigns to determine volunteer and paid universes, as well as universes for all paid media;
➢ Compile and provide accountability for candidate/opposition research component of TPRG, HUB and other interested parties (activist groups, volunteer trackers, etc), including monitoring candidate filing/opposition activity;
➢ Work with communications director, consulting team and caucus director to apply polling data to campaign messaging to field and paid media universes;
➢ Apply real-time analysis of polling and field data to campaign plans, messaging and universes;
➢ Ensure all relevant data and research is compiled, maintained, accessible and easily presented to all interested parties;
➢ Present relevant polling and data to interested parties, as needed;
➢ Ensure all paid media is vetted and properly cited.

ORGANIZING
➢ The DCD will oversee the hiring and management of all organizing staff that includes, but is not limited to, an Organizing Director, Deputy or Regional Organizing Directors, and campaign managers.
➢ Assist with candidate recruitment and services as necessary.
QUALIFICATIONS

Qualified candidates will excel working with candidates, principals, senior staff and a wide variety of stakeholders. They will have the ability to solve problems and think strategically, and have direct candidate and staff management experience. Qualified candidates will have:

- Three or more cycles of campaign experience, with an emphasis on field or communications management;
- One or more cycles of regional field management on a statewide campaign and/or one or more cycles of campaign or communications management on a Congressional race or larger;
- An ongoing interest in continued learning and adaptation based on best practices;
- Experience managing full-time, paid staff;
- Previous experience working directly with a large team of paid media consultants is a plus.

Compensation is commensurate experience and is competitive. The Michigan House Democratic Fund is an equal opportunity employer, with a commitment to hiring a diverse staff that reflects our Party and our caucus.

**How to Apply** Applications will be accepted on a rolling basis and we intend to fill the position as soon as possible. Please send a cover letter, resume, and a sample of a past field plan to Caucus Director Maryli Secrest at msecrest@mihousedems.com. Please put “Deputy Caucus Director” in the subject line.