Texas House Democratic Campaign Committee - Job Posting

Political and Candidate Services Director

The Texas House Democratic Campaign Committee is seeking a highly motivated candidate for the position of Political and Candidate Services Director for the 2020 election cycle. The ideal candidate will have extensive experience in campaign management including writing and executing paid media plans, communication plans, fundraising plans, digital plans, or field plans. This position will report directly to the Executive Director.

About the Texas House Democratic Campaign Committee

The Texas House Democratic Campaign Committee is committed to working together to build the state all Texans deserve with high-quality education, affordable and accessible health care, and increasing support for working families. The values we share bring our communities together and serve as a guide for how we make our state work better for all of us, no matter what we look like or where we come from.

Democrats are only nine seats away from winning a majority in the Texas House. We are building out our grassroots team to lead us to victory in 2020 so we can deliver on our shared values around community, opportunity, justice, and equality.

Key Responsibilities

- Draft, implement, and manage a political plan to deliver comprehensive candidate services support to candidates throughout the state which includes fundraising, spending, digital and political support
- Train and support campaign staff across competitive races
- Write customizable finance plans and work with campaign managers to set fundraising goals and benchmarks in coordination with candidates and implement mechanisms to maintain accountability
- Attend regular partner organization and table meetings to report on targeted State House Races
- Connect candidates with consulting teams and advise on spending plans
- Collaborate with Field Director to maximize field efforts
- Assist in building and maintaining relationships with local party leadership as well as partner and allied organizations
- Create a professional, enthusiastic, and inclusive work environment and culture among campaign staff
- Establish a culture of accountability amongst candidates and caucus members on finance, spending, and paid communications
- Attend and staff selected fundraising events
- Help implement long-term organizational plans and provide input on organization budgeting decisions
- Other campaign related tasks and duties as assigned, as needed

Required Knowledge, Skills, and Abilities
- Highly motivated and committed to the goals of the Texas Democratic party, our members, and our candidates
- At least two campaign cycles of campaign experience, one cycle of managing staff preferred
- Experience with VAN/Votebuilder
- Experience or ability to learn NGP or other donor database software and systems
- Experience or ability to learn email CRMs such as Mail Chimp
- Familiarity with or ability to quickly learn Texas campaign finance and compliance laws
- Understanding of digital organizing and digital organizing tools
- Willingness to work in a fast paced and demanding but fulfilling environment which includes evening and weekend hours
- Ability to work collaboratively and independently
- Highly organized, detail oriented, and excellence-focused
- Ability to travel across the state and access to a car

Compensation

This is a full-time position requiring a commitment through Election Day in November 2020. The position will be based in Houston or Dallas.

Compensation depends on experience and is highly competitive. Benefit package included. The Texas HDCC is an equal opportunity employer, and we make a particular effort to recruit people of color to apply for open positions.

How to Apply

Please send resume, cover letter, and three professional references to andrew@texashdcc.com. Applications will be reviewed on a rolling basis beginning Jan 24, 2020.