



IOWA HOUSE DEMOCRATS

Iowa House Democrats' Campaign Manager

Overview

The Iowa House Truman Fund (HTF) is seeking resumes for qualified candidates interested in serving as a campaign manager on an Iowa House legislative campaign. This would be a campaign position running through November 15, 2020.

The campaign manager's primary responsibility as a key member of the campaign is to effectively implement the strategy outlined in the campaign and fundraising plans designed in collaboration with the House Truman Fund central staff.

The manager needs to multitask at all times - supervising the candidate to ensure they are using his/her time wisely to succeed in getting votes and raising campaign funds, and delegate to and manage volunteer activities. Campaign managers should expect a demanding work schedule and be available long hours, six days a week through Election Day.

Duties and Responsibilities

Primary Responsibilities:

Campaign Plan: Implement a successful campaign plan that outlines the campaign's efforts through Election Day, including fundraising, canvassing, phoning, volunteer recruitment, district outreach and social media.

Field Planning and Executing: Implement a field plan that involves candidate, volunteer, campaign staff canvassing, community outreach, phonebanking, creative field tactics, volunteer recruitment and confirmation of positive voter IDs.

Volunteer Recruitment and Management: Using the candidate's personal contacts, county parties, and local connections, recruit, train and manage campaign volunteers. Secure commitments throughout the cycle and assign relevant tasks.

Fundraising Plan: Implement call time and fundraising plan for a \$80,000 to \$150,000 campaign goal that relies on direct mail solicitations, candidate phone calls, committee donations and small fundraising events. Staff the candidate during fundraising calls and events.

- Conduct donor research and prepare appropriate information, track results, and do follow up to effectively execute the fundraising plan

Candidate Management: Manage the candidate's time by scheduling times for canvassing, fundraising calls, stakeholder calls and endorsement interviews. Keep the candidate on schedule and on task. When appropriate, liaise between candidate and paid communications team to achieve high quality, candidate approved paid communications.

Press Relations: Serve as the campaign contact for local and statewide media for scheduling purposes only. Coordinate with the Iowa House Truman Fund in drafting press releases when appropriate, and preparing candidate for press opportunities. The Truman Fund will be the direct point of contact for press relations.

Secondary Responsibilities:

Contribution and Expenditure Tracking: Work with the campaign treasurer to establish and maintain accurate records of bank account, contributions and expenditures, and assist the Treasurer with contribution and expenditure report filings when needed.

Website and Social Media Maintenance: Maintain the campaign's website and social media so that it serves as a valuable and up-to-date communication tool, or delegate this task when appropriate.

Other Related Duties as Assigned: Legislative campaigns are unique based on candidate and constituency. Campaigns sometimes require unanticipated tasks to be completed to achieve the ultimate goal of executing the campaign plan.

Requirements:

- High Attention to Detail
- Commitment to winning a Democratic majority in the Iowa 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 community organizing
- Experience with Votebuilder
- Willingness to relocate to district constituency

Application Process

To apply please send a Cover Letter, Resume and 3 References to Emily Waggoner, Iowa House Caucus Director, jobs@iowademocrats.org. If applicable, please include in the cover letter a description of your organizing experience and which constituencies you have worked with in the past.

Please contact Emily Waggoner at 515-244-7292 or ewaggoner@iowademocrats.org for any accommodations you need for the application and interview process.

Managers will be hired on a rolling basis, with the majority onboarded between April 2020 and June 2020.

The Iowa Democratic Party is an equal opportunity employer, and employs without regard to race, color, religion, gender, sex (including pregnancy, gender identity, and sexual orientation), parental status, family medical status or genetic information, military service, age, national origin, ancestry, marital status, height, weight, creed, economic status or disability.