



**IOWA HOUSE  
DEMOCRATS**

## **Job Description - Iowa House Caucus Director**

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### **Overview**

The Iowa House Truman Fund Caucus Campaign is hiring a Caucus Director for the 2020 election cycle. This is a senior level position that will report directly to the House Democratic Leader and will oversee all aspects of the 2020 campaign. The Iowa House will be a national target in the 2020 cycle and the House Truman Fund is seeking a committed individual to lead House Democrats into the majority.

### **Qualifications**

The Caucus Director will have at least three cycles of campaign experience and at least one cycle as the campaign manager for a targeted legislative race. Qualified applicants need to have demonstrated skills in managing staff at various levels of responsibility, managing multiple consultant teams, motivating people, developing and implementing strategic plans, managing budgets, evaluating paid communication, and working with elected officials. Strategic planning needs to include mission, campaign benchmarks, and clear objectives in the areas of field work, fundraising, budget and working with support team. Flexibility and creativity are key attributes for qualified applicants.

The candidate needs superb judgment, political savvy, field focus, fundraising prowess, and a work ethic of the highest degree. Prefer understanding of Iowa politics, elected officials, and major local political issues.

### **Management**

The Caucus Director will be in charge of hiring campaign staff and consultants for the 2020 election cycle. These positions will cover an array of different responsibilities and the director will need to be knowledgeable in each area, including a large field operation. The director will be expected to understand what would make a successful employee in each position and assess each candidate's strengths and weaknesses. Responsibilities will also include day-to-day management of the staff and consultants, staff trainings, goal setting, and tracking.

### **Outreach and Recruitment:**

The Caucus Director will be the primary contact for caucus outreach and candidate recruitment. Responsibilities will include developing and maintaining relationships with partners, consultants, party activists, donors, and other campaigns. The Director will also provide regular updates to leadership and the caucus. In addition to outreach responsibilities, the Caucus Director will work with the leadership team to develop and implement a candidate recruitment plan. The Caucus Director will also develop relevant trainings for candidates and members.



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### **Financial Leadership:**

Multiple budgets will need to be established to reach the goal of winning the majority. The Caucus Director will work in conjunction with the Finance Director on establishing a caucus budget, cash flow analysis, and individual campaign budgets. The Caucus Director will work in conjunction with the Finance Director to make sure all candidate campaign finance reports are filed accurately and on time.

### **Further Information:**

This position may require extensive hours, statewide travel and infrequent national travel. Salary will be commensurate with the qualifications and experience of the selected candidate. A two-cycle commitment is preferred.

To apply, please e-mail a cover letter, resume, list of three references and a relevant writing sample to: House Minority Leader Todd Prichard at [house@iowademocrats.org](mailto:house@iowademocrats.org). For questions about this position, please contact the email above. Consideration of applications will begin on February 15, 2019. Applications will be considered on a rolling basis.

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.

The Caucus Director will also develop relevant trainings for candidates and members.