

Candidate Recruitment Liaison

Reports to: Executive Director

Location: Phoenix, Arizona

Timeframe: August 2021 through November 2022

The Arizona Democratic Legislative Campaign Committee (ADLCC) is seeking a Candidate Recruitment Liaison for the 2022 election cycle. The ADLCC aims to win Democratic legislative majorities by recruiting great candidates, providing modern and comprehensive training and support, and strategically investing in the most competitive districts.

Candidate Recruitment Liaison

The Candidate Recruitment Liaison will work closely with the ADLCC Executive Director, Deputy Executive Director, and Board to recruit, develop, track, and assist candidates in running for the State Legislature in 2022. The Candidate Recruitment Liaison will schedule meetings with potential candidates to ensure each potential candidate understands the commitments and requirements needed to run a successful campaign. This member of our ADLCC staff will need to be politically savvy and be ready to strengthen, build, and maintain relationships with potential candidates across the state.

Primary Responsibilities

Candidate Recruitment:

- Work directly with leadership from ADLCC, ADP, and local legislative district and county parties to recruit candidates in legislative districts across the state.

Candidate Interest:

- Serve as the initial point of contact for folks who express interest in running for the Arizona State Legislature.
- Monitor and respond to interested potential candidates.
- Ensure interested candidates understand all commitments and responsibilities needed to run a successful campaign.

Candidate Support:

- Ensure interested candidates have a clear understanding of the process and timeline for launching their campaign.
- Work with local county parties and legislative districts to help support their legislative candidates.
- Build and maintain strong working relationships with candidates and their teams.

Data Management:

- Track all interested and potential candidates as they move through the candidate recruitment process.
- Track all updates and notes regarding each candidate, and share topline with the ADLCC Executive Director and Deputy.
- Maintain consistent communication with committed candidates to ensure they complete all requirements to run according to the state timeline.

Job Requirements

- Personable and open to building and maintaining strong relationships with candidates, stakeholders, and partners across Arizona.
- Organized and proficient with managing projects and data—and/or quick to learn efficient data management and project management.
- Ability to work both in collaboratively and independently.
- Inclined to approach problems as pathways and to brainstorm solutions with a progress to goals approach.

Bonus Skills

- Familiarity with Google Sheets, Asana, Data Studio, VAN/Votebuilder, and/or other data management and project management programs.
- Familiarity with legislative districts and county parties across Arizona.
- Familiarity with local politics and key activists across Arizona.

Salary and Benefits

Salary is competitive and includes medical, vision, and dental insurance benefits at no cost to the employee.

Physical Demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, walk, kneel, bend, use hands to type; handle or feel; and reach with hands and arms. The position is subject to lifting objects over 50 pounds frequently.

How to Apply

Submit resume and cover letter [online](#). No calls, please.

The ADLCC is a project of the Arizona Democratic Party, (ADP). The ADP is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff. ADP is an equal opportunity employer, and it is ADP's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, pregnancy, national origin, religion, sexual orientation, identity, or expression, ethnic identity or physical disability, marital or military service status including membership in the National Guard, or any other legally protected status. Protected status may also include an individual's marriage to—or association with—someone with any status listed above.