

TAKE BACK TENNESSEE

Position: Coordinated Campaign Director

Start Date: February 2022

Location: Nashville, TN

Reports To: Executive Director

Position Summary: The Coordinated Campaign Director will lead the TNDP's 2022 coordinated campaign, Take Back Tennessee. The Coordinated Campaign Director will manage the Political and Organizing Department, Data Department, and Coordinated Operations Department. The Coordinated Campaign Director will lead their departments and collaborate with the Communications and Finance Departments to create and implement winning strategy for all of the TNDP's 2022 coordinated candidates.

The 2022 Tennessee Coordinated Campaign, Take Back Tennessee, is the inaugural year of the path to turn Tennessee blue. Joining Take Back Tennessee will give staffers the chance to get in on the ground level of making history in Tennessee as well as run an innovative program that is equal parts experimental and strategic. The potential for 2022 includes registering over 200,000 new voters in Tennessee, flipping several seats across the state, pushing more districts into the flippable zone for 2024, and growing our Democratic momentum. This position will require occasional travel and is an in-person position based out of the TNDP's Nashville, TN headquarters. Irregular hours including nights and weekends as well as increasing hours are an expectation of the job.

Essential Duties and Responsibilities:

- Direct all coordinated campaign activities
- Develop a coordinated campaign plan, timelines, necessary critical actions, etc in order to meet electoral goals
- Oversee coordinated campaign budget
- Manage relationships/coordinate with other state party staff, candidate campaigns and external stakeholders
- Ensure accountability of staff, programs, and activities by developing, setting, and implementing performance milestones, and ensuring these milestones are met and progress is continually demonstrated.
- Oversee organizing, voter protection, operations, and political programming
- Other duties as assigned

Preferred Qualifications:

- Budgetary experience
- Statewide management experience
- Campaign management experience
- Have reliable transportation and a valid driver's license

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TAKE BACK TENNESSEE

Required Qualifications:

- 5+ years of professional organizing, electoral, or political experience
- 3+ years as a manager in campaigns, organizing, or political
- 2+ years experience on coordinated campaigns preferably in a managerial role
- Experience managing multiple staff and layers of staff
- Experience collaborating with other departments to meet common goals
- Experience working and winning in red-to-blue districts
- Experience organizing in rural, urban, and suburban districts
- Experience collaborating with stakeholders, partners, donors, candidates, and grassroots leaders
- Comfortable with technology and learning new tech systems
- Strong computer skills
- Solutions-oriented, creative, and flexible - every day will look different, and it's important to have a positive attitude, be a team player, and find creative solutions
- Excellent written and verbal communication skills
- Ability to communicate clearly and proactively both with staff and with external partners
- Ability to manage multiple projects independently and navigate competing priorities
- Possess a sharp and critical eye for detail
- Resilient, resourceful, and adaptive to priority shifts and change (big and small)
- Have experience working in a fast-paced environment, managing multiple projects at the same time while meeting tight deadlines
- Highly communicative - responsive to internal and external requests, emails, and calls, within reason
- Values and prioritizes diversity, equity, and inclusion and enjoys working with people of diverse backgrounds and cultures
- Believes in and lives out the TNDP's and DNC's mission and values

Salary and Benefits: This is a full-time, contracted position until November 15, 2022. This position pays \$5,000-\$6,500 per month. Benefits include 100% employer coverage of medical and dental insurance as well as mileage reimbursements and 1 week plus 1 days of PTO gained per month. Staff may not use time off on blackout dates, and applicants are encouraged to inquire about blackout dates and work schedules during the interview process.

To Apply: Email a current resume, sample field plan, and writing sample to jobs@tndp.org. Include the subject line "Coordinated Campaign Director." In the body of the email, tell us your anticipated start date and why you want to come Take Back Tennessee in 3 sentences or less.

The Tennessee Democratic Party (TNDP), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The TNDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote

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and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The TNDP is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The TNDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

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