

TAKE BACK TENNESSEE

Position: Coordinated Operations Director
Start Date: February 2022
Location: Nashville, TN
Reports To: Coordinated Campaign Director

Position Summary: The Coordinated Operations Director will be the lead operations strategist for the TNDP's 2022 coordinated campaign. The Coordinated Operations Director will work closely with the permanent Operations Director to purchase and disperse supplies to coordinated campaign staff, plan purchasing, and meticulously track the coordinated campaign budget. The Coordinated Operations Director will ensure that all coordinated campaign staff are fully supported in the field.

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:

- Manage all operational and logistical aspects of the coordinated campaign
- In close collaboration with the Coordinated Campaign Director and Operations Director, will track all spending on behalf of the coordinated campaign and oversee the coordinated campaign budget
- Oversee the search and management of supporter housing for staff
- Support the hiring and onboarding processes of new campaign staff in close coordination with the TNDP's Human Resources Manager
- Manage all operations and logistics on the coordinated campaign, working closely with various departments to ensure needs are met
- Plan, purchase, and distribute literature and other field materials
- Scout office and/or working locations for field staff
- Work with the data and communications departments to plan effective spending on paid communications
- Other duties as assigned

Preferred Qualifications:

- Valid driver's license and reliable access to a vehicle
- Rural and urban organizing experience

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- Experience participating in mail, paid digital, and other paid communications campaigns

Required Qualifications:

- 3+ years of political campaign experience
- 2+ years of campaign operations experience, with previous statewide/coordinated campaign operations experience strongly preferred
- Prior budgetary experience
- Experience managing paid staff
- Experience in political organizing
- 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 through November 15, 2022. This position pays \$3,500-\$5,000 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 to jobs@tndp.org. Include the subject line "Coordinated Operations 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 and administer any and all personnel actions without regard to sex, race, age, color, creed,

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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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