

# TAKE BACK TENNESSEE

**Position:** HR Manager

**Start Date:** February 2022

**Location:** Nashville, TN

**Reports To:** Operations Director

**Position Summary:** The HR Manager will be responsible for maintaining strong personnel support and structure throughout the TNDP's 2022 coordinated campaign. The HR Manager will work closely with the Operations Director, Coordinated Operations Director, and other departmental leaders to onboard and offboard staff, ensure proper training, and navigate complex and fast-paced work environments to provide for everyone's best interest.

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:**

- Maintain personnel records and files
- Ensure that time off requests are properly submitted and granted
- Oversee benefits, reimbursements, and onboarding/offboarding of staff
- Supports and advocates for staff and the integrity of the TNDP's 2022 coordinated campaign
- Facilitates professional development, training, and certification activities for staff
- Collaborates with senior leadership to understand the TNDP's goals and strategy related to staffing, recruiting, and retention
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Other duties as assigned

## **Preferred Qualifications:**

- Have reliable transportation and a valid driver's license

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- Staff management experience
- Experience managing managers
- Experience planning trainings and training staff
- Personnel budget experience

## Required Qualifications:

- 2+ years of previous political operations and/or human resources experience
- Organizing/political campaign experience
- 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 \$3,000-\$4,000 per month. Benefits include 100% employer coverage of medical and dental insurance as well as mileage reimbursements and 1 day 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](mailto:jobs@tndp.org). Include the subject line "HR Manager." 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, national origin, religion, economic status, sexual orientation, veteran status, gender identity or

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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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