

TAKE BACK TENNESSEE

Position: Statewide Call Time Director

Start Date: February 2022

Location: Nashville, TN

Reports To: Finance Director

Position Summary: The Statewide Call Time Director will go beyond a traditional call time role and create and implement call time strategy for TNDP senior leadership as well as TNDP's 2022 coordinated campaign candidates. This is not a role that exclusively manages call time; instead the Statewide Call Time Director will set standards for call time best practices and call time goals. The Statewide Call Time Director will support Regional Fundraising Managers by rolling down call time strategy to meet call time fundraising goals across the state.

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:

- Developing call sheets for HQ staff and assisting Regional Fundraising Managers with preparing call sheets for candidates
- Managing follow up on pledges and donations recruited through HQ call time
- Schedule and manage call time for HQ staff
- Working with staff, consultants and vendors on an ambitious fundraising strategy, including assisting the Finance Director and consultants in implementing an annual fundraising calendar, including direct mail, email, events, and other targeted fundraising campaigns
- Maintaining donor and prospect lists for HQ call time and assisting Regional Fundraising Managers in maintaining lists for their candidates
- Developing and conducting fundraising call time training for staff, candidates, and county party leaders and members
- Maintain and ensure accuracy of donor database and conducting research on new and potential contributors
- Raise funds through staffing Chair, Executive Director, and HQ staff during call time
- Be a resource for Democratic County Parties, elected officials, staff, and candidates on fundraising strategy and reporting
- Work with the Executive Director to ensure cash flow and budget projections are met

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- Work with the Chair, Executive Director, and compliance consultant to track income, expenses, and adjust goals, as needed
- Report income and expenses for all fundraising channels weekly, monthly, and oftentimes daily
- Other duties as assigned

Preferred Qualifications:

- Experience managing staff
- Have dependable transportation and a valid driver's license
- Fluency in VAN, Google Suite; other field tools a plus
- Experience with state party and/or coordinated campaign fundraising and finance regulations

Required Qualifications:

- 3+ years experience on political campaigns
- 2+ years experience in campaign fundraising
- Detailed knowledge of NGP and ActBlue, familiarity with NGP8's call time app, CallTime.ai, Numero.ai, and Google Sheets (and have a favorite), can recommend a solution appropriate for the resources of the Candidate
- Can draft an ask, adept at pivots, can adjust targets to topical news
- An enthusiastic and confident champion of call time, a coach, team captain and cheerleader, patient with novices
- Intuitive with tech, comfortable researching features and solutions, and sharing new knowledge with team members
- Knowledge of campaign finance laws and regulations
- Demonstrated success in fundraising campaigns and track record of fundraising planning, implementation, and follow-through
- Proven track record of raising funds from diverse sources, including prospecting new donors through research and cold calls
- 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

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- 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 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 and sample fundraising plan to jobs@tndp.org. Include the subject line "Statewide Call Time 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, 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.