



2022 Georgia Coordinated Campaign – Operations Director Position

The Georgia Democratic Party is seeking an experienced Operations Director. The Operations Director will be responsible for building and managing the operations and logistics of the statewide 2022 Georgia Coordinated Campaign. The Operations Director will ensure that all programmatic departments have the resources and tools needed to persuade, turnout, and protect voters across the State of Georgia. The Operations Director will also be responsible for hiring, coaching, and managing the Operations Team.

We are looking for someone with previous campaign and Operations experience who is solutions oriented, and has experience working in an environment that requires quick, goal-oriented work.

Tasks & Responsibilities

- Develop and implement long-term strategies to organize and manage coordinated campaign operations and lead logistics-heavy interdepartmental projects
- Manage the day-to-day logistics for the coordinated campaign team including ongoing audits and distribution of supplies, technology, equipment, and literature across the state as needed
- Locate and secure regional offices, finalize leases, set-up utilities, and other necessary needs
- Work in tandem with the state party Operations Director to address and resolve the operational issues and needs from the coordinated team in a timely and efficient manner
- Manage components of staff onboarding training as it relates to policies, procedures, and security standards set by the campaign.
- Manage personnel issues, including labor relations issues, for the coordinated team.
- Work closely with the Coordinated Campaign Director to accurately track projected expenses and manage the coordinated campaign budget

Skills & Qualifications:

- At least 2 cycles of campaign experience required, with previous statewide operations experience preferred
- Exceptionally well organized with intense attention to detail and process
- Ability to relate complex information in an understandable manner to a variety of audiences

- Ability to manage multiple projects and competing priorities simultaneously under strict deadlines
- Flexible, adaptable, and solutions-oriented
- Proficiency with Google Suite

Salary range for this position is \$7,000-\$8,000 a month. This role will be based in person in Atlanta, and the ability to work remotely will not be available.

How to Apply

If interested in applying, please submit your resume here:

https://www.georgiademocrat.org/coordinated_hiring

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