Democratic Party of New Mexico Job Opening: Coordinated Campaign Director

The Democratic Party of New Mexico (DPNM) is seeking a dynamic individual to fill the position of Coordinated Campaign Director. This is a full-time position based in Albuquerque, NM. The Coordinated Campaign Director is in charge of all day-to-day operations of the 2022 Coordinated Campaign; overseeing coordinated staff; and reports directly to the DPNM Executive Director.

To apply, please send a cover letter, resume, and list of references by electronic mail to jobs@nmdemocrats.org.

Applications Due: 03/04/2022

Title: Coordinated Campaign Director

Status: Full-time

Salary and Benefits: Salary commensurate with experience. Health, dental and vision insurance, vacation time, and sick leave included in the benefits package.

Duties:

- Manage the statewide New Mexico Democratic Party Coordinated Campaign, and offer coordination and support to Democratic Party of New Mexico candidates and their campaigns;
- Write and execute the coordinated campaign plan, as approved by the Executive Director, and continually update the plan as new information comes in;
- In consultation with the Executive Director, manage the coordinated budget;
- In consultation with the Executive Director, interview, hire, and train a diverse staff. This includes a wide-search for experienced applicants and a calculated interview process;
- Manage the coordinated campaign's entire voter-contact and GOTV program, including but not limited to voter identification, voter registration, voter protection etc.; as well as turnout efforts tailored to specific underrepresented and base communities;
- Manage the coordinated campaign’s persuasion program;
- Ensure data hygiene and best practices for data management;
- Build internal and external communication structures;
- Manage activities between partners, acting as a liaison between varied campaigns, programs and entities;
- Communicate quantitative and qualitative data outcomes of past and current programs to coordinated campaigns;
- Perform such other duties assigned by the Executive Director.
Minimum Qualifications: The ideal Coordinated Campaign Director will be an authentic, inclusive, and strong leader. While no candidate will likely embody every skill set or quality, the successful candidate will demonstrate many of the following qualifications and attributes:

- Preferred 3 - 5 years direct campaign or non-profit experience that includes director level experience working on a political or issue campaign;
- Experience managing diverse groups and teams ranging from 5 - 25 individuals utilizing both in-person protocols and remote platforms when necessary;
- Proficiency with field operations, volunteer team building, voter targeting, plan development, voter identification, persuasion programs, base-vote and get-out-the-vote drives, including voter protection practices;
- Skilled trainer and facilitator that can help build large scale training curriculums;
- Knowledge and use of Vote Builder including Voter File, and My Campaign; and field management tools;
- Experience organizing in partnership with communities of color and underrepresented communities;
- Proficient with data analysis, election cycle research and microtargeting;
- Strong time-management skills with the ability to manage multiple projects and competing priorities simultaneously;
- Responsive and positive team leader who thrives on versatility and is receptive to constant and ever-changing challenges;
- Exceptional people skills and patience, including the ability to build strong relationships;
- Commitment to the values and practices of a diverse, equitable, and inclusive workplace with the ability to take constructive feedback, learn from others, and respect cultural differences;
- Fully vaccinated and willing to observe health protocols when required during local, state and national health crises; and
- Fully invested in the success of the Democratic Party of New Mexico.

Application Process

To apply, please send a cover letter, resume and references to jobs@nmdemocrats.org with the subject line “Coordinated Campaign Director – Your Name”. Incomplete applications will not be considered. No calls, please. Applications will be accepted until 02/25/2022.

DPNM recognizes that our success depends on creating a workplace where a diverse mix of talented people want to come and do their best work. We are focused on building a staff that is diverse of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other characteristics that make us different. Candidates of color, women, LGBTQI plus people, and other diverse candidates are encouraged to apply.