



The Vermont Democratic Party is seeking a hard-working, diligent individual to serve as our Municipal Coordinated Campaign Field Director, directing our efforts to elect Democratic candidates to local office. They will work in Burlington with Democratic campaigns and volunteers to maintain and update coordinated tools and resources and work under the supervision of the Municipal Coordinated Campaign Director to share those tools and resources among the various campaigns in Vermont's largest city.

The ideal candidate will be motivated, organized, and capable of setting and meeting ambitious goals for themselves.

DUTIES INCLUDE (but are not limited to)

- Collaborating with the Municipal Coordinated Campaign Director on strategic targeting decisions regarding the Burlington electorate.
- Work with the Shannon Campaign and Burlington Democratic Party leadership to allocate campaign resources.
- Training volunteers to canvass and phone bank on behalf of Burlington Democratic candidates; distributing canvass materials to those volunteers and paid staff; and ensuring timely and high-quality data collection from canvasses and updates into VDP data systems.
- Working with City Council campaigns to expand their voter contact ability, including by expanding their volunteer base and expanding their knowledge and understanding of the tools and best practices around voter contact.
- Collaborating with outside vendors to ensure smooth voter contact collaboration.
- Providing timely and accurate updates to internal voter information, including ballot requests and returns.

DESIRED SKILLS

- 3 years of campaign experience, including experience managing volunteers.
- Ability to execute strategic goals and work effectively with leaders from around Burlington and Vermont.
- Fluency in NGP VAN and Votebuilder
- Ability to work independently, multi-task, and prioritize with minimal supervision.
- Schedule flexibility to allow for evening and weekend work.
- Familiarity with Vermont politics is not required, but helpful.

This is a full time position with a total compensation package of between \$5500-6200 per month. The Municipal Coordinated Campaign Field Director will work out of a Burlington office and should expect to be mobile, but based in the Burlington VT area. The role ends on March 15, 2024, with the possibility of extending employment on the statewide coordinated campaign beyond that date. Applicants should send a resume and cover letter to Jim Dandeneau, VDP Executive Director, at jdandeneau@vtDemocrats.org. Applications will be considered on a rolling basis until the position is filled.