

## **Maine Coordinated Campaign Director**

This position would be charged with developing and managing the 2020 Maine Coordinated Campaign. Starting salary for this position is commensurate with experience and includes health, vision and dental insurance.

### **Complete Description**

The Coordinated Campaign Director will, under the direction of the MDP Coordinated Campaign Steering Committee (CCSC) and the MDP Chair and Executive Director:

- assist in the drafting of the Coordinated Campaign plan and budget for the CCSC approval;
- manage the statewide Coordinated Campaign, and offer coordination and support to partnering candidates and their campaigns;
- execute the Coordinated Campaign plan, as approved by the CCSC, and recommend to the CCSC any necessary or prudent refinement to the plan;
- assist the Chair, Executive Director, and Finance Director to effectively communicate the goals and objectives of the Plan to donors, party leaders, and other stakeholders;
- organize and supervise the CC's voter-contact programs, including but not limited to voter-identification, voter-registration, and get-out-the-vote drives;
- hire and supervise the CC's field staff with direction from CCSC and local party officials;
- work with the Voter File Manager on gathering and integrating into the voter file the best available voter-identification information;
- negotiate and manage vendor contracts for paid services;
- foster relationships with national organizations (i.e. DSCC, DCCC, DNC, and national allied organization) that financially and strategically support the Plan's goals and objectives;
- advise each affected CC Partner about their candidate's needs and, where appropriate, how the Coordinated Campaign can better serve those needs; and
- perform such other duties as the CCSC, MDP Chair, or Executive Director assigns.

### **Consults with**

All levels of management:

Coordinated Campaign Committee

Executive Director

Communications Director

Compliance

Finance Director

Executive Board

Chair

Vice-Chairs

Legal Team

Party Leaders

Elected Officials

### **Term of Employment**

1 year (through November 2020)

## Qualifications

- Comprehensive understanding of political campaign principles and tactics.
- 3+ years experience in campaign management for a statewide or federal campaign preferred
- Ability to develop, propose and implement a campaign budget
- Strong oral and written communication skills.
- In-depth understanding of Federal and State of Maine campaign finance laws
- Strong experience with contract management and vendors
- Strong experience with electoral strategies in persuasion universes
- Experience working with elected officials and candidates
- Relationships with allied organizations – labor, constituency groups, etc.
- Supervisory experience
- Ability to work long days and irregular hours
- Knowledge of Maine politics a must
- Positive, energetic attitude
- Bachelor's degree

To apply, please submit your application through the [Maine Dems website here](#), including your resume, cover letter and three (3) references. For questions, please email Lisa Roberts [lisa@mainedems.org](mailto:lisa@mainedems.org) with "Coordinated Campaign Director" in the subject line.

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