



## Campaign Manager

The Pennsylvania House Democratic Campaign Committee is seeking qualified candidates to serve as campaign managers on competitive races across the state. The PAHDCC is the campaign arm of the Pennsylvania State House Democrats.

### Responsibilities

- Manage day-to-day campaign operations
- Develop and execute finance, field and communications plans
- Manage candidate, staff, and volunteers
- Serve as the primary liaison between campaign and PAHDCC

### Field

- Manage district analysis and targeting
- Coordinate field execution at the door and on the phone
- Oversee volunteer recruitment and candidate development

### Finance

- Direct individual donor, PAC, and labor programs
- Manage call time and donor follow up
- Manage donor research
- Plan fundraising events

### Communications

- Direct letter to the editor programs
- Manage local reporter relationships
- Coordinate press releases, and op-eds and story pitching
- Develop candidate message

### Applicants should possess:

- One to two cycles of campaign experience
- Excellent organizational, time management and inter-personal skills
- Willingness to relocate and to work campaign hours
- Proficiency with NGPVAN, Microsoft Office and GoogleDocs
- Access to a car, laptop and cellphone
- Familiarity with Pennsylvania politics preferred but not required

Salary is commensurate with experience.

Interested applicants should send their resume and three references (in single-file, .pdf form) to [resumes@pahdcc.com](mailto:resumes@pahdcc.com). Please put "Campaign Manager" in the subject line.