

## **Political Program Manager**

Be a part of the team that will be instrumental to the Democratic Legislative Campaign Committee (DLCC) taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP-led gridlock that’s undermining our government and values.

Our task is no less than to teach a diverse generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

The mission is to win Democratic majorities and build Democratic power in state legislatures.

## **Position**

The Political Program Manager is a member of the DLCC’s political team and leads DLCC engagement in assigned states to build Democratic power in states. The Political Program Manager builds and maintains relationships in states caucus campaign staff, legislative leaders and in-state partners and allies; collects and analyzes political information and intelligence to enable effective DLCC support; ensures the use of DLCC political tools; and interests and needs with in-state actors.

This at-will position reports to the National Political Director and is expected to end no later than November 30, 2018. Some travel is required.

The Political Program Manager is expected to model the values of DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

## **Responsibilities**

Deliver campaign tools and services that enable caucus programs to adopt best campaign practices:

- Provide coaching, training, and feedback to state legislative caucus programs;
- Assess the use of political campaign tools and work with caucuses to ensure the adoptions of DLCC campaign tools;
- Evaluates tools unique to program builder caucuses;
- Analyze resource allocation requests and ensure alignment with the scale of opportunity and departmental priorities; and

- Report state-by-state political lay of the land to National Political Director.

Ensure DLCC is the authority on state legislative caucus programs:

- Be the DLCC authority on assigned states;
- Be accountable for the accuracy and timeliness of political intelligence; and
- Consistently use DLCC reporting systems and respond to requests for information from other departments in a timely fashion.

Manage DLCC Relationships in States:

- Develop and maintain strong relationships with caucus staff and legislators including legislative leaders;
- Serve as a connector between DLCC departments and state-based individuals and organizations to achieve organizational objectives;
- Track organizational asks, where legally permitted, for legislators, including but not limited to DLCC event attendance, fundraising asks and brand ambassador opportunities;
- Model internal department processes and procedures; and
- Other duties as assigned.

### **Expected Outcomes**

- DLCC has impactful and influential relationships in assigned states.
- Program builder caucuses have access to DLCC services, usage is tracked.
- Program builder caucuses are making progress on modeling investment standards.
- And end of cycles assessment of tools and needs for program builder caucuses.

DLCC is committed to offering an inclusive and welcoming workplace that values the efforts of all. Our success depends upon everyone contributing good ideas, taking initiative to solve problems, and working collaboratively across departments.

DLCC offers a competitive salary and a generous benefits package currently including fully-paid health, dental and vision premiums for employee (as well as any dependents), a student loan repayment program, and three weeks of vacation.

### **How to Apply**

Please submit a cover letter, resume, and professional references to [jobs@dlcc.org](mailto:jobs@dlcc.org) by Friday, May 11th. Please reference “Political Program Manager” in subject line. No calls please. Applicants will be screened on a rolling basis.



The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

