

The Wisconsin Assembly Democratic Campaign Committee is seeking Campaign Managers for the 2018 election cycle. ADCC Campaign Managers are the primary support staff for Assembly campaigns across the state of Wisconsin. We are looking for bright and motivated individuals to join us in working toward a majority in the Wisconsin State Assembly.

Start Date: Late April/Early May 2018

Responsibilities:

- Manage the day-to-day operations of a targeted Assembly race
- Implement campaign field and finance plans for one or more targeted Assembly campaigns
- Work directly with candidates and campaigns to meet field and finance goals
- Ensure that all voter contact goals are tracked and met using best practices for targeting and data management
- Ensure that all finance goals for funds raised are met in order to implement a five-to-six figure budget
- Report progress to goals and in-district needs to ADCC senior staff on a nightly and weekly basis
- Perform both traditional and new media communications work including, but not limited to: drafting media releases, preparing talking points, maintaining a vibrant social media presence, and creating letter to the editor campaigns
- Recruit volunteers and perform direct voter contact
- Any other campaign related tasks as needed

Qualifications:

- Applicants must be self-motivated and willing to work long, irregular hours at a very fast pace
- Applicants must have the ability to meet tight deadlines while coordinating multiple projects
- Applicants must be proficient with modern office suite tools (word processing, spreadsheets, databases, etc)
- Applicants must have excellent organizational and communication skills
- Applicants must have the ability to learn and implement new skills quickly
- Applicants with a working knowledge of VAN/Votebuilder preferred
- Applicants must have an energetic and positive attitude

A cell phone, laptop, and reliable transportation are required. Applicants must be willing to relocate to a targeted district around the state of Wisconsin.

Send a resume, cover letter, and salary requirements to ADCC Political Director Jimmy Macken at resumes@assemblydemocrats.com with the subject line “ADCC Campaign Manager Application.”