

# Michigan House Democratic Fund

## ORGANIZING DIRECTOR

The Michigan House Democratic Fund is seeking a thoughtful, driven, results-oriented, data-informed Organizing Director to join a team of passionate people, working dutifully to win Michigan House races and to put our state on the right path forward.

### ROLE OVERVIEW

The Organizing Director will report directly to the Campaigns Director and will work closely with other campaign staff to strategically plan and implement our statewide organizing efforts, build a strong base of mobilized district-level volunteers, and support the leadership development of our district's Campaign Managers. We need an Organizing Director who is, at their core, a relationship builder and coach. You must be high energy, outgoing, enthusiastic, and willing to travel and work long hours.

### KEY RESPONSIBILITIES

**Motivation & Accountability:** Strong ability to motivate people and hold campaigns accountable to daily, weekly, and quarterly metric benchmarks.

**Base-Building & Mobilization:** Must have a strong ability to develop and maintain relationships with a wide range of district-based volunteer organizations, as well as statewide and national organizations who can assist our campaigns' field goals.

**Volunteer and Staff Organizing Training:** Conduct staff and volunteer trainings on organizing skills and leadership development sessions via 1:1 coaching, webinars, and training materials.

**Goal Setting and Data Management:** Set district-level field goals and share weekly progress-to-goals with senior campaign staff, stakeholders, and funders.

### TASKS & DAY-TO-DAY

- Lead regularly scheduled calls, trainings, and meetings with a team of Campaign Managers.
- Participate in daily and weekly calls, trainings, and meetings with senior staff.
- Track organizational progress (daily), develop comprehensive reports (weekly), and help craft organizing plans (quarterly).
- Collaborate with senior leadership to craft and implement detailed organizing plans, tailored to each unique district.
- Attend and present the Michigan House Democratic Funds' vision to - but not limited to - members of the caucus, county and municipal clubs, youth groups, and issue-based organizations to increase buy-in and recruitment.

### QUALIFICATIONS

- Proven ability to train staff and volunteers on core organizing skills.
- Candidates with at least 2-3 cycles of organizing experience are preferred.
- Candidates with relationship-based organizing and community leadership development experience with personal story, one-on-one meetings, and building volunteer teams preferred.
- Candidates from all academic disciplines beyond political science will be considered, including social work, communications, and liberal arts.



- The ideal candidate is passionate about constituent organizing by embracing all people, traditions, and state culture.
- Great energy and attitude.
- An ongoing interest in continued learning and adaptation based on best practices.
- A willingness to give maximum effort no matter how big or small the task.
- Respect the work and don't shy away from challenges or difficult conversations.
- Exceptionally well-organized, with an ability to meet strict deadlines.
- Ability to speak confidently (one-on-one and in groups) and write clearly.
- Frequent travel (often up to 5 days per/week), access to a vehicle, and access to a cell phone are required.
- Candidates with experience building coalitions among diverse groups of people and experience in holding staff accountable are preferred.
- Votebuilder, Google Docs, Dropbox, PowerPoint, and Microsoft Office/Excel experience is required.

## **HOW TO APPLY**

Please send a resume, cover letter, a work sample (ideally a field plan), and at least three references to [mmccollum@mihousedems.com](mailto:mmccollum@mihousedems.com) by April 15 with "Organizing Director" in subject line.

*The Michigan House Democratic Fund is an equal opportunity employer. MHDF believes every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect and inclusion.*

