



JOINT DEMOCRATIC CAUCUS REGIONAL COORDINATORS

The Virginia Senate Democratic Caucus & the Virginia House Democratic Caucus are seeking Regional Coordinators to assist incumbent Democratic members of the Virginia General Assembly with their off-year fundraising and political operations.

PROGRAM OUTLINE:

70% Fundraising:

Call time management: Coordinators will schedule and staff incumbent call time. They will also provide donor research support and call sheet prep support to the respective caucus finance teams.

Event coordination: Coordinators will help organize and staff fundraisers and meet-and-greets.

20% Political:

Political outreach: Coordinators will be responsible for building and managing relationships with local committees and progressive / community organizations on behalf of both caucuses.

Candidate recruitment: Coordinators will provide grassroots support to the candidate recruitment process, tracking candidate progress and gauging local support.

Opposition research & tracking: Coordinators will monitor social media outlets and local press coverage.

10% Field:

Field: Coordinators will prepare turf and walk packets for incumbents and volunteers in coordination with the respective caucus Director.

QUALIFICATIONS:

Successful applicants will have at least three cycles' worth of campaign experience and must have at least one cycle of fundraising or finance experience. Must be highly motivated and committed to flipping both chambers of the Virginia legislature. Must be disciplined and a self-starter capable of staying focused and productive in the absence of hands on, day-to-day supervision. Virginia experience highly preferred.

PROGRAM STRUCTURE:

Coordinators will dedicate two days per week to the Senate Caucus and three days a week to the House Caucus. Salary will be in the \$3,000-\$4,000 per month range and commensurate with experience. Health insurance will be provided as needed. Five positions are available: two in northern Virginia, one in the Richmond metro area, one in Hampton Roads, and one in western Virginia.

To apply, please send resume, cover letter and references to info@vahousedems.org