



Position: Campaign Manager

Organization: Washington House Democratic Caucus Campaign Committee (HDCC)

Location: Dependent on legislative district in Washington state

Salary: Depending on experience, salaries roughly range from \$3,800-\$4,830 per month and are determined by individual campaigns rather than by the HDCC.

To Apply: Interested candidates may apply [here](#). If you have additional questions or have issues accessing the form, please email Alex at alex@hdcc.org

About the Washington House Democratic Campaign Committee

The House Democratic Campaign Committee (HDCC) was established in 1995 as a statewide organization to help Democratic incumbents and candidates win elections to the Washington State House of Representatives. Our mission is to provide grassroots, strategic, and monetary support to maintain and expand the House democratic majority.

About The Position

We are building a team of creative problem-solvers who will work to protect and grow the Democratic majority in the Washington House of Representatives. Campaign Managers will coordinate and oversee all aspects of the campaign, working with the candidate, campaign consultants, and the HDCC. Specifically, the Manager will:

Responsibilities:

- Execute the campaign plan including direct voter contact, fundraising, endorsement tracking, and volunteer management
- Create and manage candidate's daily schedule and community outreach
- Staff candidate call time, coordinate and organize fundraising events, manage the budget, and track campaign cash flow
- Draft campaign emails and event invites and execute a social media strategy while creating regular social media content
- Run an aggressive field plan including phone banking and doorbelling to meet respective campaign goals
- Commitment to working in-district full time
- Recruit, train, and manage volunteers, and possibly campaign interns or other employees
- Generate weekly progress reports including number of households doorbelled, total dollars raised, and cash on hand
- Develop a system for tracking and completing the endorsement processes and questionnaires and keeping a pulse on the issues facing the district
- Communicate professionally and in a timely manner with supporters, Allies, consultants, and HDCC
- Help maintain the candidate's motivation and peace of mind

Paid for by the House Democratic Campaign Committee.

Mailing Address: P.O. Box 9100, Seattle, WA 98109 | (206) 395-9275 | <https://www.hdcc.org>

- Be comfortable participating in direct voter contact including knocking doors, making phone calls, and attending community events
- Communicate to the team in a swift manner when roadblocks to achieving goals arise
- Other duties as assigned

Qualifications:

- Self-motivated and strategic, with experience handling multiple priorities and maintaining attention to detail in a high-stakes, deadline-driven environment
- Excellent written and oral communications skills, with a willingness to improve their public speaking skills
- Proven ability to engage with communities outside of their own and commitment to creating a more inclusive and representative legislature, aligned with Democratic values
- Strong organizational, time management, and problem-solving skills; with a willingness to improve those skills and commitment to build a foundation that allows them to stay organized on the campaign trail
- Proficiency with computer technology and social media, ability to learn new software
- Experiencing training and motivating volunteers
- A valid drivers' license and reliable vehicle
- Willingness to work evenings and weekends
- A sense of humor, humility, and work ethic
- Desired, but not required qualifications include: Experience with Votebuilder/VAN, proficiency with Google Sheets or Excel and design platforms such as Canva or PowerPoint

Timeline: Applications are accepted on a rolling basis. Typically, Campaign Managers are hired between March and June. Positions generally run through mid-November. In addition to Campaign Manager positions, limited opportunities for Field Organizer positions may be available starting in June and July.

Compensation: Campaign Manager salaries vary widely depending on experience and the competitiveness of the campaign. Salaries and health insurance stipend, for those who need it, are determined by the individual campaign rather than by the HDCC; however, salaries roughly range from \$3,800-\$4,830 per month.

The HDCC is an Equal Employment Opportunity Employer and values diverse perspectives, life experiences, and differences. The HDCC encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, people of all ages, and veterans. We are committed to being equitable and fair in providing equal access to opportunities for all.