

The Virginia House Democratic Caucus seeks a highly skilled Operations and PAC Coordinator to administer the caucus' operations and aggressive PAC fundraising.

The Operations and PAC Coordinator should have the skills and ability to:

- Manage the caucus PAC fundraising operation
- Manage the PAC fundraising events of caucus members
- Manage the caucus data entry for contributions and disbursements
- Manage the caucus payroll and insurance system
- Manage the caucus NGP system
- Manage the caucus direct mail program and candidate direct mail program
- Perform other tasks as assigned by the Executive Director

This position reports directly to the Executive Director.

Qualifications and Skills:

- Minimum of 1 year experience working in political campaigns
- Excellent writing skills and a demonstrated ability to work in a fast-paced environment
- Experience with campaigns and fundraising
- Virginia ties preferred but not required

**To apply please send a cover letter and resume to [trevor@vahousedems.org](mailto:trevor@vahousedems.org).** Please only list the words "Operations and PAC Coordinator" in the subject line.

Applicants should be prepared to work long hours and be based in Richmond. Pay is commensurate with experience. Health insurance provided.

The Virginia House Democratic Caucus is a diverse group, committed to achieving a majority in the House of Delegates. We encourage all to apply, regardless of race, color, gender, class, religion, creed, sex, sexual orientation, gender identity, disability, national origin, ancestry, age, veteran status or absolutely anything else that does not directly impact your ability to do your job.