



Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee is the only organization exclusively committed to winning Democratic majorities and building Democratic power in state legislatures across the country. The DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

Since 2016, the DLCC and state partners have flipped more than 430 seats from red to blue, building ten new Democratic majorities and paving the way for progress across the country. State legislatures pass most of the policies that affect Americans' day-to-day lives, and flipping chambers from red to blue has an outsized impact on governing and public policy.

Our Democratic legislatures are truly the last line of defense against the Trump administration and Republicans' extreme policies. With redistricting on the horizon, our democracy is on the line in 2020, and state legislatures are the battleground in this fight.

Regional Field Coordinator

The DLCC is seeking two Regional Field Coordinators to join our State Campaigns team. As we gear up for the critical 2020 elections, these roles will be responsible for working with the National Field Director to plan and execute voter contact programs with the goal of winning critical legislative races for Democrats in key battleground chambers. We're seeking candidates who are able to think quickly, adapt frequently, and develop creative solutions to challenges that come with the territory.

The best candidate for this role will not only have experience writing and implementing a tight field program, but the creativity and flexibility to work across states with differing programs and needs to identify gaps and areas of opportunity.

Regional Field Coordinators report to the National Field Director and are coordinated-side positions based in Washington, DC. Regional Field Coordinators are cycle positions through December 4, 2020.

Responsibilities

- Work with caucus and campaign field staff in targeted state legislative caucuses and campaigns on program planning and execution, as well as troubleshooting challenges.
- Coach in-state field staff on hiring and training of field organizers.
- Train state legislative campaign staff and volunteers on best field practices.
- Report on field progress to goal to National Field Director.
- Work with the DLCC Data & Analytics team to provide voter contact goals and universes to campaigns, and regularly monitor progress.

- Assist with turf cutting, GOTV soft reporting, coaching on field staff recruitment and onboarding logistics, and other needs from campaigns.

Expectations

- All field plans and efforts are data-driven and strategically planned, coordinated, and executed, and are aligned with the efforts of the rest of the State Campaigns team.
- Sophisticated campaign tactics are integrated into legislative races in key chambers.
- A high level of support is given to legislative caucus and legislative campaign field directors, making measurable impact in targeted chambers and races.
- DLCC is a critical part of the field strategy and plan implementation for targeted state legislative campaigns.
- Issues and gaps are identified and raised to the National Field Director.

Qualifications

- At least two cycles of electoral campaign field experience.
- At least one cycle managing field staff.
- Experience working with state legislative caucuses/campaigns is a plus, but not required.
- Experience with VAN/VoteBuilder.
- Proficiency in Excel and Google Sheets.
- Comfort with a rigorous travel schedule.
- A strong commitment to electing democratic candidates.
- Must be highly organized and capable of multitasking and delegating.
- Shares our commitment to electing state legislative Democrats.

Requirements

The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role include:

- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders.
- This position may require the employee to periodically travel across Washington, D.C. to attend events, meetings, and conferences offsite.



How to Apply

Salary for the Regional Field Coordinator position is \$50,000 - \$65,000, commensurate with experience. This is a cycle position through December 4, 2020. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, and three professional references to jobs@dlcc.org by February 29th, 2020. The DLCC will review and consider applications on a rolling basis, and may review and consider applications after this deadline in limited circumstances, however this is not a guarantee that your application will be considered if it is not submitted by February 29th, 2020. Reference "Regional Field Coordinator" and your name in the subject line. No calls, please.

The DLCC is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

