



## **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 Research Coordinator**

The DLCC is seeking two Regional Research Coordinators to join our new State Campaigns team. As we gear up for the critical 2020 elections, these roles will be responsible for producing research to support the DLCC's State Campaigns team and will assist caucuses and campaigns with research needs and best practices. Each Regional Research Coordinator will also execute projects that will be used to help the State Campaigns team understand the dynamics of individual races in assigned states and to assist with messaging and spending guidance.

Regional Research Coordinators report to the DLCC's Research Director and are coordinated-side positions based in Washington, DC. Regional Research Coordinators are cycle positions through December 4, 2020.

The Regional Research Coordinators are expected to model the values of the DLCC:

- Credibility
- Teamwork
- Results Driven
- Risk
- Inclusive

## **Responsibilities**

- Work within a team to assist caucus staff with research needs, fact-checking, and rapid response requests.
- Monitor media for state legislative politics, campaigns and sessions.
- Assist with fact checking reports, memos, presentations, and other documents.

- Vet state legislative candidates and track relevant information about candidates.
- Track campaign finance reports and outside spending in target races.

### **Expected Outcomes**

- Provide in-depth regional knowledge of candidates within target states.
- Support targeted press, paid, and digital communications for the DLCC and state caucuses.
- DLCC is able to provide candidate vetting to interested parties.
- DLCC's Research Director is informed of key developments in target states for national use.

### **Qualifications**

- At least two cycles of political research experience.
- Excellent research skills and attention to detail, precision and organization.
- Familiarity with LexisNexis and an ability to adapt to a variety of federal and state databases.
- Excellent writing and copy-editing skills.
- A sharp political instinct.
- 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 Research 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](mailto: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 Research 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.

