

## **Democratic Legislative Campaign Committee**

The Democratic Legislative Campaign Committee's mission is to win Democratic majorities and build Democratic power in state legislatures.

In the 2018 cycle, Democrats flipped over 400 state legislative seats and gained eight new Democratic majorities. This is the most chambers flipped since the 2006 cycle, and the most seats flipped by Democrats in a generation. Nearly 1,250 of the Democrats elected to their state legislatures in 2018 were women, and more than 900 were candidates of color.

As the only organization exclusively committed to electing Democrats to state legislatures all over the country and winning Democratic control of chambers, 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.

### **DLCC: Research Manager**

The Research Manager is responsible for leading the organization's research and information. This research and information includes, but is not limited to, vetting internal and external communications, tracking legislation and legislative impact, campaign finance filings, and candidate profile and diversity database.

The Research Manager is a member of the DLCC's Strategic Communications and Digital department and reports to the Director of Strategic Communications and Digital.

The Research Manager is expected to model the values of the DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

### **Responsibilities**

- Serve as the point of contact for all research needs, including work cross-functionally with other team members to support the organizational research needs.
- Develop and maintain innovative research products that provide critical understanding of the national state legislative landscape and trends.

- Be accountable for the accuracy of all research and research products, including contributing to, vetting, and fact-checking all communications materials, digital content, remarks, and other external materials.
- Lead special projects including tracking legislative impact, legislation, legislative calendars, campaign finance filings, candidate profile and diversity database, and maintain the organizational calendars.
- Possess and maintain a strong knowledge of current events such as state legislative agendas, judicial activity, political news, etc.
- Own the accuracy portion of the DLCC's approval process.

### **Expected Outcomes**

- DLCC research systems provide a timely and accurate synopsis of information related to state legislators and state legislative politics.
- DLCC is equipped with factual perspectives and trends that allow the development of innovative narratives.
- DLCC is confident in the veracity of its public and private communications, vetting, and multimedia production.
- Research and information shared internally and externally is both timely and accurate.
- Research and information are used to support organizational and departmental targets and objectives.

### **Qualifications**

- Minimum of 3 years conducting political or advocacy research at the federal OR state/local level; this is not an entry level position;
- Knowledge of LexisNexis, legislative resources, campaign finance databases and proficiency in Microsoft Office;
- Excellent research skills, attention to detail, precision, organization;
- Strong writing and grammar skills;
- Ability to write, edit, and fact check with precision and calm during high-volume, fast-paced periods;
- Communicative and ability to interact with staffers and campaigns from across the country;
- 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 of Research Manager include:

- Working from a computer for long periods of time;
- While performing the duties of this job, the employee may also frequently be required to communicate using the telephone, email, and in person with stakeholders; and
- This position has less than 5% travel expectations and is eligible for flexible work hour arrangements.

**How to Apply:**

Salary for the Research Manager position is \$65,000 – \$85,000, commensurate with experience. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement employer 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 March 22. Please reference “Research Manager” 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.

