

AMPLIFIED PUBLIC STRATEGIES, LLC

JOB DESCRIPTION

JOB TITLE: DEPUTY CAMPAIGN MANAGER **JOB CODE:** JM0202
ACCOUNT: JM CAMPAIGN **SALARY RANGE:** \$5,500.00 + PER MONTH
SUPERVISOR: CAMPAIGN MANAGER **FLSA:** EXEMPT / FULL-TIME / CONTRACT

Position Summary

Democratic gubernatorial campaign in Tennessee is seeking a deputy campaign manager who will be responsible for assisting the campaign leadership in leading the campaign team, developing the campaign field strategy, and meeting campaign goals. The ideal applicant will bring strong attention to detail, sharp analytical skills, an out of the box approach, while also having a positive attitude.

Reports To: Campaign Manager

Duties and Responsibilities:

LEADERSHIP

- Assistant Amplified team in campaign management
- Assist in day to day management of campaign staff
- Assist in creation and management of staff goals
- Advise candidate and Amplified on key priorities and strategy

FIELD/ORGANIZING

- Lead in development and execution of the field plan, including the 95 counties tour
- Draft and prepare field staff and plan of execution
- Manage the Director of Organizing and all field efforts
- Oversee the Election Day/Polling plan
- Lead the work in Data Research & Polling

FUNDRAISING & REPORTING

- Manage call time with candidate
- Thank you cards and donor follow-up

SCHEDULING

- Manage communications, research opportunities and review campaign schedule
- Make determinations/recommendations to Campaign Manager and team on what/where to attend
- Coordinate staffing for each event based on finalized weekly schedule
- Staff events as needed, and represent campaign for outreach

INTERNS / VOLUNTEERS

- Oversee intern and volunteer recruitment efforts
- Manage volunteer communications / posting through e-mail universe on a consistent basis
- This role will evolve throughout the campaign and the person hired must be able to multi-task and be flexible.

- Assist in other duties as assigned

Minimum Qualifications

Prior campaign fundraising experience preferred

Excellent verbal and written communications skills

Strong organizational, and analytical skills

Proficient with Microsoft Word and Excel, ActBlue, and NGP

Must be able to thrive in a fast-paced environment

Must have a commitment to progressive values

SPECIAL REQUIREMENTS:

- Must pass PCI Background Investigation (Local and National).



TH 07/13/2021