



Campaign Manager Job Description

Job: Campaign Managers for Annie's List endorsed candidates and incumbent races around Texas.

Annie's List Mission: Annie's List mission is simple: to recruit, run, and elect Democratic women. To accomplish this, Annie's List has been providing early funding and support for candidates, including trained campaign staff, for 14 years. Annie's List's efforts along with exceptional women candidates have resulted in 36 endorsed candidates becoming elected officials to serve the public of Texas.

Locations: Currently hiring managers in Dallas, El Paso, Houston, and San Antonio, TX

Responsibilities: Annie's List is seeking Campaign Managers on behalf of our endorsed candidates across the state. Campaign Managers will lead the candidate's campaign team overseeing, but not limited to, the following:

- Formulate, manage, and execute a campaign plan
- Oversee the day-to-day operations of the campaign
- Hire and manage staff
- Define roles and negotiate contracts with vendors, consultants, and staff
- Help coordinate and implement fundraising operations
- Create and implement the campaign budget
- Manage candidate's schedule and event appearances

Qualifications:

- 2+ cycles of campaign management experience, previous statewide or congressional campaign management experience or equivalent
- Experience managing staff preferred
- Experience working with candidates one-on-one and prioritizing their time
- Proven record in coalition building, grassroots or field campaign organizing
- Knowledge of NGP and VAN
- Must have strong written and communication skills
- Working knowledge of state campaign and ethics finance law
- Excellent attention to detail and highly organized
- Time management skills are a must
- Flexibility to work evenings and weekends

Compensation: Commensurate with experience.

To Apply: To apply, please email monica@annieslist.com with "Campaign Manager Application" in the title along with your cover letter, resume, and three professional references.