



Campaign Manager Job Description

Job: Campaign Managers for progressive pro-choice candidate's races around Texas.

Annie's List Mission: Annie's List mission is simple: to recruit, train, invest, and elect Democratic women. To accomplish this, Annie's List has been providing a pool of resumes and resources for progressive pro-choice candidates that we train and support.

Locations: Candidates are currently seeking campaign managers in Dallas, Houston, and Austin.

Responsibilities: Annie's List is seeking Campaign Managers on behalf of women 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.