



## Washington State Democrats Coordinated Campaign Job Description - Field Director

**Position: Field Director**

**Location: Seattle, WA**

The Field Director will build an innovative, data-driven voter mobilization program by implementing a statewide, direct voter contact effort. The Field Director should be skilled in managing multiple competing priorities simultaneously while maintaining a sharp focus on details. The Field Director will manage a team of Regional Field Directors.

The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop and reliable car transportation and have reliable, consistent, strong internet. The Field Director will report to the Coordinated Campaign Deputy Director and collaborate with the Coordinated Campaign team. The salary range is \$72,234 to \$79,992/year with comprehensive health care, vision, and dental coverage; mileage and phone stipend; paid time off, sick leave, bereavement, and paid observed holidays. The position is part of a union collective bargaining agreement and is a full-time position that will run through December of 2022, with an anticipated start date of April 1st. Proof of full vaccination is required. This role will be based in person in Seattle, Washington, and the ability to work remotely will not be available.

This position will:

- Develop, implement, and execute an aggressive GOTV outreach and data-driven field plan encompassing voter contact, volunteer recruitment, grassroots development, and local candidate recruitment.
- Develop statewide strategies and systems that lead teams to successfully meet daily and weekly organizing metrics and maintain data integrity.
- Directly manage, coach, and train a team of regional field directors and all field staff in Washington State.
- Create clear, transparent voter contact goal construction, accountability, and reporting processes for all field staff.
- In cooperation with the Data Director, create rigorous standards for data collection and use within the VoteBuilder platform.
- Promote leadership at every level of the campaign to build sustainable and permanent grassroots activism.
- Promote leadership at every level of the volunteer base to build sustainable and permanent grassroots activism.
- Help create a professional staff culture that is upbeat and empowering, with a mind towards greater inclusion, a customer-service attitude, and a willingness to solve problems creatively.
- Participate in and grow our network of supporters and volunteers through various tactics, including 1:1 meetings, phone calls, and texting.
- Plan and execute successful, large-scale daily Direct Voter Contact events, including but not limited to doorbelling, phonebanking, and textbanking events.
- In cooperation with the Operations Manager, track the entire organizing team's daily and weekly activities.

- Track and communicate the cultivation of political relationships with local leaders throughout the state to increase buy-in and trust in the Coordinated Campaign and State Party at large to enable real-time adjustments and to guarantee legal and campaign compliance..
- Develop and maintain strong, trusting relationships with local party leaders and activist groups.
- Maintain regular communications with field staff on partner campaigns on progress-to-goals and necessary campaign updates.
- Coach, train, and mentor regional field organizers on effective staff management, effective campaign strategies, including but not limited to recruitment, door-to-door canvassing, and other necessary field tactics.
- Consistently meet deadlines and communicate with the Coordinated Campaign Director and leadership team when challenges arise that will prevent you and/or your team from meeting your goals.
- A commitment to creatively solving challenges that will occur with goals, strategies, and tactics.

The person in this position will receive training in workplace diversity, equity, and inclusion; campaign messaging; internal and external communications; and advanced grassroots organizing strategies and tactics. Staff will also gain experience in strategic planning, agenda-setting and meeting management, goal development and tracking, campaign compliance, and overall leadership development.

#### Requirements:

- 3+ years experience on statewide or competitive electoral campaigns with demonstrated experience of managing and coaching a successful and large field team in a support role, preferably in a political campaign environment.
- Capacity and desire to work long hours in a Coordinated Campaign setting.
- Possess knowledge of the structure and workings of the Democratic Party in Washington State.
- Have experience managing large-scale projects.
- Be resourceful and able to solve problems on one's own.
- Excellent data and analytical skills.
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively both internally and with external partners and vendors.
- Has a background in promoting equity and inclusion within a staff team.
- A passion for social justice and a commitment to Democratic Party values.
- A friendly and professional member-first demeanor.
- Ability to manage multiple projects independently.
- Proficiency in MS Office, including Microsoft Word and Excel, experience with VoteBuilder, and social media tools.
- An understanding that job duties will shift as we are responding to the needs and requirements of Covid.
- Detail-oriented and comfortable working in a fast-paced office environment.

This position will remain open until filled, and applications will be reviewed on a rolling basis. To apply, please send your resume to [jobs@wa-democrats.org](mailto:jobs@wa-democrats.org), with the subject line "Field Director Application," along with a brief description of why you are uniquely qualified for the position, and one example of a field plan you've created. The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black applicants, Indigenous applicants, applicants of color, people with disabilities, and people who identify as part of the LGBTQ\* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

