



November 2021

Political Manager

Department: Political

Location: TBD

Position Summary: The California Democratic Party's Political Manager is a political professional with experience working in campaigns, with elected officials, coalition-building and progressive organizing efforts. Reporting to the Political Director, the Political Manager works collaboratively across departments and helps implement the Party's goals for excellence.

Responsibilities:

- Tracks and manages electoral data, analysis and research.
- Creates and manages relationships with party stakeholders, constituency group leaders and campaigns.
- Assists in development and execution of electoral programs and special projects.
- Works in collaboration with party operations team on endorsements process, conventions, committee meetings and special events.
- Works in collaboration with training department on presentations, scheduling speakers, prepares agendas, meeting and background materials.
- Works in collaboration with communications team and consultants on targeted mail and paid media to support the party, endorsed candidates and campaigns.
- Writes briefings, talking points and scheduling memos for Chair and senior staff.
- Works collaboratively with all CADEM Departments as needed.
- Assists in all other projects and assignments as needed by the Political Director and Executive Director

Qualities and Qualifications:

- Experience working in fast-paced political, legislative and campaign environment.
- Ability to travel and work non-traditional hours.
- Ability to help manage staff, contractors, and volunteers.
- Knowledge of political database management including NGP and PDI.
- Experience in Google programs, specifically Google Sheets
- Ability to solve problems and manage time.
- Experience in a trusted position with responsibility.
- Self-starter with the ability to work independently.
- Ability to work effectively and in collaboration with staff, senior management, delegates and others in a respectful and professional manner.

Apply:

Salary is competitive and commensurate with experience. Position will include medical, dental and vision insurance benefits at no cost to the Political Manager.

Application Instructions: Please email your resume and three professional references to ben@cadem.org with " Political Manager" in the subject line. Direct any questions regarding benefits to: amy@cadem.org

Applications accepted through December 3, 2021.

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