



## **Operations Director, Organize Illinois 2022**

Organize Illinois 2022, the Democratic Party of Illinois' 2022 Coordinated Campaign, is seeking an experienced Operations Director to lead operations strategy, logistics, and compliance across the Coordinated Campaign structure.

The Organize Illinois 2022 Operations Director is a senior position integral to the efficient operations of this statewide program.

In 2022 Illinois faces the biggest election cycle we'll see this decade, with nearly every office on the ballot, from US Senate to state house. This includes a highly competitive gubernatorial race, a battle for the Illinois Supreme Court, and a best-in-the-nation chance to net a new Democratic member of Congress.

We are looking for passionate, experienced, and hardworking individuals who are committed to building the grassroots voter mobilization operation needed to win elections up and down the ballot for Democrats in November 2022.

### **What Will You Do?**

As the Organize Illinois 2022 Operations Director, you will serve as the lead operations strategist, ensuring the operations infrastructure for a statewide coordinated campaign is created and in place to support a large-scale statewide voter contact, protection, and turnout operation. You will oversee the coordinated campaign's budget and lead in the management of program logistics to ensure that all resources are utilized effectively and in compliance with relevant campaign finance laws and internal metrics.

### **Responsibilities Include:**

- Manage the day-to-day logistics and administration for the coordinated campaign by overseeing multiple operations projects including, but not limited to, supplies, supporter housing, offices, equipment and field staff hiring and onboarding logistics

- Support the hiring and onboarding processes of new campaign staff in close coordination with DPI
- Develop and institute operational procedures for coordinated campaign staffers
- Address operations issues and needs from field staff in a timely manner
- Work with the Campaign Director and other team members to ensure that all expenses across the organization are tracked and remain within budget
- Coordinating with vendors to ensure proper allotment of materials are delivered and received at the applicable office level
- Helping to implement the logistics for staff events and trainings
- Other duties as assigned

## **Who Are You?**

The ideal candidate will be a highly motivated and passionate promoter of Democratic values with experience coordinating organizational logistics, preferably in a political campaign environment. You are extremely organized and detail oriented. You are comfortable working in a fast paced environment and you strive to create clarity out of ambiguity.

## **Qualifications:**

- At least one cycle of statewide or competitive campaign experience
- Previous campaign operations experience preferred, but not required
- Familiarity with campaign compliance procedures campaign finance laws, but not required
- Exceptional organization and time management skills, ability to manage multiple projects at once;
- Highly proficient in Excel/google docs with experience working from shared databases and workbooks.
- Resilient, resourceful, and adaptive to priority shifts and change
- Strong interpersonal skills, customer service mentality, and the ability to communicate effectively with people of different backgrounds;
- A passion for social justice and a commitment to Democratic Party values;
- Ability to work in a fast-paced, high-pressure environment;
- Sense of humor and solutions-oriented attitude;
- Ability to work long and irregular hours in a metric-driven environment;
- Ability to be flexible under pressure and meet tight deadlines;

## **Job Details:**

This position will be based in the greater Chicago, Illinois area. Applicants must have the ability to travel throughout the state as needed. Applicants must have a valid driver's license, and a reliable mode of transportation.

The salary for this role is \$6,000 per month. DPI also offers a generous benefits package with the opportunity for growth.

## **How To Apply:**

Interested candidates should send an introductory email, and their resume to [jobs@organizeil22.com](mailto:jobs@organizeil22.com) with the subject line "Operations Director - LAST NAME, FIRST NAME". Interviews will be conducted on a rolling basis.

The Democratic Party of Illinois is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to hiring and retaining a diverse staff that provides the best quality services to our mission. DPI is an equal opportunity employer and it is DPI's policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity, ethnic identity, disability, or any other legally protected basis.