



Job Description:
POLITICAL DIRECTOR

Job Overview:

The Collective is looking for a dynamic, connected Political Director to lead our political program, including managing the political initiatives through our c4, pac and ie organizational arms. This is an opportunity for a mid to senior level staffer to help continue the success of the fastest growing black led political action committee in the nation. While we prefer this position to be based in Washington, DC, we're open to the right candidate living elsewhere.

The Political Director's main duties include managing our candidate endorsement process, recommending spending allocations to support black candidates and black voters, tracking electoral and legislative opportunities, serving as the point of contact for current and prospective black elected officials and represent the organization at local, regional and national coalition tables. This is an amazing opportunity for someone looking to expand their impact and step onto the national political stage during the 2020 presidential cycle and beyond.

Primary Responsibilities:

- Serve as the organizational point of contact for current and prospective black elected officials in the United States
- Manage the Collective PAC endorsement process, including distributing the candidate questionnaire, vetting candidates and recommending candidates for endorsement to our membership base for approval
- Recommend spending allocations to support black candidates and black voters
- Write and implement c4, coordinated and independent campaign plans for electoral activities and issue campaigns on the national, state and local level
- Lead the development and launch of Collective PAC affiliates on the local and state level across the nation in Q3 & Q4 of 2019
- Build and manage a database of local, state and federal black elected officials
- Track electoral and leadership opportunities for African Americans to serve in elected and appointed leadership on the local, state and federal level
- Track legislative and policy opportunities and victories
- Develop and lead candidate and Black Campaign School recruitment initiatives
- Manage coalition engagement for the organization, as needed
- Manage elected official political engagement with the organization, including leading requests for email sends, speaking requests at events, video appearances, etc.
- Serve as point person for paid media and paid field vendors, as needed

Job Requirements

- At least five years' experience in federal, state, issue and/or electoral campaigns
- Basic understanding of campaign finance laws regulating political activities of 501c4, PAC and Super PACs
- Excellent oral and written communication skills
- Experience developing and administering political education and training programs
- Outstanding judgment, discretion and decision-making skills
- Excellent organizational skills with an ability to think independently and collaboratively while prioritizing daily workload
- Must be able to meet deadlines in a fast-paced quickly changing environment
- Commitment to the mission of The Collective
- Familiarity with ActBlue, VAN, Blue State Digital, NGP, Google Drive

How to Apply

Email cover letter and resume to jobs@collectivepac.org with "Political Director Applicant" in the subject line. All applicants are not entitled to an interview. Please do not call or email staff directly.

Compensation:

The pay range for this virtually based, independent contractor position starts at \$5,000 per month. Performance-based bonuses are negotiable.

About The Collective

The Collective is a consortium of national organizations (The Collective PAC, The Collective Super PAC, Collective Future & The Collective Education Fund) on an mission to build black political power through candidate recruitment, training potential staff and candidates through The Black Campaign School, funding endorsed candidates, educating black voters and supporting the black civic engagement ecosystem through earned, paid and digital media. To date, The Collective has raised over \$6.5 million from over 47,000 individual contributions in all 50 states to support its mission of ensuring equal representation in elected leadership for African Americans at the local, state and federal level.

Working at The Collective

The Collective is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. The Collective's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.