

## **FIELD DIRECTOR JOB DESCRIPTION**

The Field Director is the staff member primarily responsible for working with the Executive Director and others to:

1. Build the strength and professionalism of our grass roots, county parties and caucuses, both immediately and over the longer term;
2. Provide or obtain training for volunteers and candidates to run effective campaigns and party operations;
3. Run effective party-led campaign field operations, notably including the Party's coordinated campaign and get-out-the-vote effort.

### **Specific responsibilities:**

- Assess county parties and collaborate with local leaders to strengthen the county parties, their grass roots, and their work.
- Train (and help recruit) local grassroots leaders and activists in party operations, in Votebuilder and other tools, and in campaign field operations.
- Assist in the planning and execution of the 2012 precinct caucuses, county, state, and national conventions.
- Collaborate with staff, Party leaders, candidates, and elected officials to plan and execute the coordinated campaign and other campaign strategy.
- In collaboration with the Executive Director and the party's candidates, develop and execute the Party's get-out-the-vote and voter registration programs.
- Build and maintain relationships with elected officials, candidates, statewide and local party leaders, other activists, staff colleagues, and leaders and staff of allied organizations.
- Work with the Executive Director and vendors to manage and enhance the voter file and activist database.

The MDP is a small organization and from time-to-time, all staff members are assigned additional duties outside their immediate areas of expertise. For example, the Field Director will be expected to support preparations for fundraising activities, other party meetings and events. The Field Director reports to the Executive Director.

### **Key qualifications:**

Above all we're after talent, smarts (including social smarts), drive, initiative, and dedication. Key in addition will be knowledge of grass-roots politics and a long-term outlook—genuine interest in the challenge building a strong and effectively organized party and of connecting with our electorate.

### **Other valuable skills or experience:**

- Strong analytical and communication skills.
- Experience in grassroots organization and coalition building (campaign experience is desirable, but experience with other non-profit organizations is also welcome).
- Experience managing volunteers.
- Experience developing and presenting training programs
- Knowledge of Mississippi politics and issues.

### **Job elements:**

The Field Director is based in Jackson, MS. Though base working hours are standard, we consider this a professional position, requiring the incumbent to work whatever time is necessary to perform effectively. That may include some nights and weekends, especially during campaign season. Extensive travel around the state and possibly some out-of-state travel is necessary. Must have own transportation.

This is a full-time salaried position with additional benefits including a stipend for health insurance. Pay is commensurate with experience.