

DEPUTY CAMPAIGN MANAGER – 2017

COMPANY PROFILE

Cor Strategies is an innovative political solutions company founded in 2009 on the concept that the fields of politics, marketing, and technology could be fused to achieve superior results. We are now the largest center-right political consulting firm in Illinois, having worked with nearly 400 campaigns and 150 businesses and organizations.

POSITION DESCRIPTION

One of our high-level clients is in need of an individual to serve as “day-to-day” manager of their campaign. This yet-to-be-announced campaign is a targeted Congressional race in Illinois.

This individual would manage the daily operations of this well-financed and robust campaign, implementing the campaign strategy we put in place. They would be located in the campaign headquarters and serve as the point person for all activity, acting as the central hub for the campaign and the go-to implementation member of the team. In this role they would work directly with the candidate, our team, and the campaign team. They would staff the campaign headquarters and manage all staff and volunteers. They would work to ensure they and their team are meeting benchmarks put in place, monitoring progress and reporting to the campaign leadership team. They would handle all necessary administrative tasks and coordinate all correspondence such as emails, phone calls, and mail. They would organize the candidate’s calendar, including researching possible events for the candidate to attend, maximizing the effectiveness of the candidate’s time, and ensuring coverage for any events the candidate cannot attend. And they would support the candidate as needed.

Individuals in this role must be experts at getting things done efficiently and effectively. They must have excellent attention to detail and be hard working and tireless. They must thrive in difficult situations and be able to juggle multiple responsibilities and emergencies simultaneously. They must excel at fostering a team environment where collaboration and camaraderie is encouraged and rewarded. They must embrace challenges and have the ability to set ambitious goals and deliver results. Candidates for this position must hold right-of-center political beliefs and be located in (or able/willing to travel to) the northwest suburbs of Chicago.



POSITION RESPONSIBILITIES

- Build relationship with the candidate and be able to understand the campaign, talking points, and strategic goals and make that candidate's victory your most important focus.
- Take the lead in implementing the campaign plan, handling administrative and operational tasks as necessary.
- Handle day-to-day management of and correspondence with campaign team. Assign responsibilities and benchmarks to team, provide any necessary support, and ensure team is accomplishing objectives.
- Develop a comfort level and understanding of the candidate's viewpoints and stances on issues, as well as talking points and campaign strategy.
- Manage candidate's daily schedule and activities. Attend events, with or without candidate, and represent campaign; advance candidate at events they will be attending and ensure maximum effectiveness of candidate's time.
- Ensure day-to-day campaign correspondence is handled, including responding to calls, answering emails, checking mail, and writing letters.
- Meet specific weekly and monthly goals, and regularly report progress to leadership and candidate.
- Fill in as necessary as campaign team is hired and infrastructure is put in place

POSITION REQUIREMENTS

- Demonstrable Republican or conservative political experience in any U.S. jurisdiction
- Self-starter with ability to work independently and as part of a team; ability to motivate volunteers and build friendly relationships with campaign stakeholders
- Excellent attention to detail, leadership abilities, and hard-working
- A desire to learn and an interest in continued involvement in right-of-center politics
- Trustworthy and ability to respect confidentiality and work with discretion
- A strong commitment to the candidate's vision
- A passion for the opportunity and field as well as an interest in advancing with an exciting candidate
- Located in (or able/willing to travel to) the northwest suburbs of Chicago

POSITION COMPENSATION & BENEFITS

Compensation will be commensurate with experience and responsibilities.

TO APPLY

Send a cover letter, your resume, 3 references, and links to your social media profiles to Hub@CorStrategies.com. Phone calls will not be accepted.

