

Rebecca
THOMPSON

the

CAMPAIGN

STARTER KIT

Job Descriptions

REBECCA THOMPSON

for

STATE REPRESENTATIVE

Rebecca Thompson for State Representative Communications Fellows Job Description

Rebecca Thompson a progressive democratic candidate in Michigan's 1st District is seeking a group of dedicated, part-time fellows to play a key role in her 2014 bid for State Representative. Fellows will be responsible for producing a high level of quality work and will develop professional skills as they lead staff fundraisers, participate in call time and prospect donors. Fellows will receive extensive training, mentorship, and leadership development and have the opportunity for upward mobility to a salaried position throughout the campaign. Fellows on our team will play a key role in improving the city's future.

Responsibilities

- Draft press releases and press statements
- Draft scripts for phone banking, email correspondents and canvassing
- Help develop content for Facebook, Twitter and other social media accounts
- Attending campaign events to record video, photographs, and update social media
- Compile daily press clips
- Draft talking points for events, meetings, and campaign materials
- Draft campaign newsletter
- Other projects assigned by the Communications Director

Qualifications

- Strong interpersonal and written communication skills
- Willingness to learn
- A good sense of humor
- Enjoys working in a high stress environment
- Available 5-10 hours per week, gradually increasing to 15-20 hours per week
- Working knowledge and access to graphic design software is a plus

To apply please send a resume to info@rebeccamthompson.com with "Communications Fellows" in the subject line

REBECCA THOMPSON

for

STATE REPRESENTATIVE

Rebecca Thompson for State Representative Fundraising Fellows Job Description

Rebecca Thompson a progressive democratic candidate in Michigan's 1st District is seeking a group of dedicated, part-time fellows to play a key role in her 2014 bid for State Representative. Fellows will be responsible for producing a high level of quality work and will develop professional skills as they lead staff fundraisers, participate in call time and prospect donors. Fellows will receive extensive training, mentorship, and leadership development and have the opportunity for upward mobility to a salaried position throughout the campaign. Fellows on our team will play a key role in improving the city's future.

Responsibilities

- Coordinate and execute call time
- Staff fundraising events in District 1 and other regions
- Assist with direct mail and email fundraising solicitations
- Database management of all current and potential donors
- Coordinate completion of quarterly finance and expenditure reports
- Retrieve and receipt mail-in donations
- Other projects assigned by the Fundraising Director

Qualifications

- Strong interpersonal and written communication skills
- Willingness to learn
- A good sense of humor
- Enjoys working in a high stress environment
- Available 5-10 hours per week, gradually increasing to 15-20 hours per week
- Working knowledge of campaign finance software and experience using Nationbuilder is a plus

To apply please send a resume to info@rebeccathompson.com with "Fundraising Fellows" in the subject line

REBECCA THOMPSON

for

STATE REPRESENTATIVE

Rebecca Thompson for State Representative Policy Fellows Job Description

Rebecca Thompson a progressive democratic candidate in Michigan's 1st District is seeking a group of dedicated, part-time fellows to play a key role in her 2014 bid for State Representative. Fellows will be responsible for producing a high level of quality work and will develop professional skills as they lead staff fundraisers, participate in call time and prospect donors. Fellows will receive extensive training, mentorship, and leadership development and have the opportunity for upward mobility to a salaried position throughout the campaign. Fellows on our team will play a key role in improving the city's future.

Responsibilities

- Research various statewide policy issues and proposed legislation, with special attention to District 1
- Draft candidate questionnaires and endorsement applications
- Draft policy proposals to be implemented throughout the campaign
- Draft action alerts for citizen participation in the legislature
- Other projects assigned by campaign staff

Qualifications

- Strong interpersonal and written communication skills
- Strong research and analytical skills
- Willingness to learn
- A good sense of humor
- Enjoys working in a high stress environment
- Available 5-10 hours per week, gradually increasing to 15-20 hours per week

To apply please send a resume to info@rebeccamthompson.com with "Policy Fellows" in the subject line

REBECCA THOMPSON

for

STATE REPRESENTATIVE

Rebecca Thompson for State Representative Political Outreach Fellows Job Description

Rebecca Thompson a progressive democratic candidate in Michigan's 1st District is seeking a group of dedicated, part-time fellows to play a key role in her 2014 bid for State Representative. Fellows will be responsible for producing a high level of quality work and will develop professional skills as they lead staff fundraisers, participate in call time and prospect donors. Fellows will receive extensive training, mentorship, and leadership development and have the opportunity for upward mobility to a salaried position throughout the campaign. Fellows on our team will play a key role in improving the city's future.

Responsibilities

- Host individual meetings to build relationships with valuable community leaders and other community members (may include community, religious, political, and business leaders, etc.)
- Develop and update database of community, religious, political, and business leaders and organizations in the district
- Develop and manage campaign events including house parties, canvasses and phone banks
- Represent the campaign at neighborhood and civic organization meetings
- Other projects as assigned by the Field Director

Qualifications

- Strong interpersonal and written communication skills
- Willingness to learn
- A good sense of humor
- Enjoys working in a high stress environment
- Available 5-10 hours per week, gradually increasing to 15-20 hours per week
- Working knowledge of Nationbuilder is preferred but not required

To apply please send a resume to info@rebeccathompson.com with "Political Outreach Fellows" in the subject line

REBECCA THOMPSON

for

STATE REPRESENTATIVE

Rebecca Thompson for State Representative Campaign Manager Job Description

Rebecca Thompson, a progressive democratic candidate in Michigan's 1st District is seeking a dynamic Campaign Manager to play a key role in her 2014 bid for State Representative. The Campaign Manager will be responsible for managing and implementing all aspects of the campaign including, but not limited to:

Responsibilities

- Develop and implement overall campaign plan including fundraising, communications/media, grassroots/field work, relationships with political and civic leaders, and internal campaign administration;
- Manage budget: ensure campaign meets fundraising goals, work with Treasurer to monitor cash flow for all campaign-related activities and ensure compliance with state finance laws;
- Manage candidate, staff, volunteers, consultants, and campaign vendors. Build a diverse team and prioritize retention to maximize resources and leadership;
- Provide leadership to Executive Committee: participate in all meetings/calls as needed and provide regular, comprehensive updates on campaign activities;
- Act as a campaign spokesperson and interact with press, as needed: oversee management of web site; social media; list and database development, management and usage;

Qualifications

- Ability to work long, irregular hours at a very fast pace and reliable transportation required
- Campaign and/or community organizing experience
- Excellent written and oral communications, interpersonal, and facilitation skills
- Strong organizational skills, attention to detail, and follow through required
- Demonstrated ability to coordinate multiple projects and meet tight deadlines
- Experience building diverse and highly-motivated teams
- Experience living/working in District 1 (Northeast Detroit, Harper Woods, Grosse Pointe Woods, and Grosse Pointe Shores) is desirable but not required
- Working knowledge of Nationbuilder is preferred
- Must also be able to commit to the campaign through August 5, 2014 (Election Day)

Women, people of color, and those with ties to the 1st District are especially encouraged to apply.

To apply please send a resume and cover letter to info@rebeccathompson.com with "Campaign Manager" in the subject line by February 14, 2014.