



Deputy Campaign Manager

The Ben Sigel For Congress campaign is seeking a deputy campaign manager who will be responsible for assisting the campaign manager in leading the campaign team, developing the campaign strategy and meeting campaign goals. The ideal applicant will bring a strong attention to detail, sharp analytical skills and a positive attitude. This position is based in Greater Boston, MA.

Duties include but are not limited to:

- **ASSISTING CAMPAIGN MANAGER/Consultants**
 - Assist in management of campaign staff
 - Assist in creation and management of staff goals
- **COMMUNICATIONS**
 - Assist in development of the communications plan
 - Draft social media posts
 - Review emails and press advisories
- **FINANCE DATA & REPORTING**
 - Oversee and collaborate with compliance firm
 - Manage all outgoing disbursements (vendor payments, invoices, payroll, etc.)
 - Manage internal books – to manage/review cash flow
 - Provide weekly updates to include raised to date, quarterly raised (to goal), available in bank account, and actually available (based on cash flow)
 - Manage required reporting with compliance firm
- **SCHEDULING**
 - Manage communications, research opportunities and review campaign schedule
 - Make determinations/recommendations to candidate on what to attend
 - Coordinate staffing for each event based on finalized weekly schedule
 - Staff events as needed, and represent campaign for outreach
- **INTERNS / VOLUNTEERS**
 - Oversee intern and volunteer recruitment efforts
 - Manage volunteer communications / posting through e-mail universe on a consistent
- **OTHER DUTIES AS ASSIGNED**
 - This role will evolve throughout the campaign and the person hired must be able to multi-task and be flexible.



Qualifications:

- Prior campaign fundraising experience preferred
- Excellent verbal and written communications skills
- Strong organizational skills
- Proficient with Microsoft Word and Excel, ActBlue, and NGP
- Must be able to thrive in a fast-paced environment

To apply, email resume to info@bensigelforcongress.com with the subject including your name and the job title.

Equal Opportunity Employer

The Ben Sigel for Congress campaign recognizes the importance in diversity and inclusion and is committed to fostering a diverse, welcoming and inclusive staff at all levels of the organization. Ben Sigel for Congress is an equal opportunity employer.