Project Manager

Description
The Campaign Project Manager will support the planning, coordination, implementation, and completion of a comprehensive campaign strategy. This position is responsible for the coordination of campaign-related interest working groups activities with a focus on Affordable Housing and Small Business and the strategic cultivation and solicitation of the top 100 thought leaders. Working in close partnership with the campaign senior leadership team (SLT), this individual provides project management and leadership in the planning, development and implementation of platform policy.

Responsibilities
Duties and Responsibilities

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Essential Functions:

The duties and responsibilities of this position include, but are not limited to the following:

Campaign Project Management (70%)

Working with the campaign senior leadership team (SLT), the Campaign Project Manager will translate the campaign operational plan into a project management tool (Jira) and will serve as the primary project manager to keep campaign activity on track. The manager will involve campaign staff and volunteers as appropriate to facilitate and encourage deep engagement with, and commitment to, the campaign.

- Provide strategic support to all campaign-related volunteer committees. This
will include preparation of materials, monitoring action items for follow up by staff and volunteers, and reporting on progress to the SLT.

- Provide support and assistance to the SLT in all campaign-related activities as needed including preparation of briefings, proposals, talking points, and organizing strategy discussions as appropriate.
- Ensure regular and timely distribution and analysis of campaign reports to internal and external audiences.
- Monitor progress against the campaign operating plan. Help ensure that schedules are met and deliverables completed on time. Update the operating plan as needed.

Campaign Top 100 Thought Leaders Coordination (30%)

Working in conjunction with the executive team, the Campaign Project Manager will facilitate and catalyze cultivation, solicitation, and stewardship activity with the top 100 Thought Leaders related to both Affordable Housing and Small Business policy.

- Facilitate the development and timely execution of campaign solicitation strategies, briefings, proposals, and solicitation follow up. Ensure all related planned activity is recorded in Jira.
- Coordinate or conduct appropriate partner meetings to resolve questions, develop meeting materials, and brief cultivation partners well in advance of prospect meetings.
- Schedule and organize interest based Working Group meetings, including agenda and logistics.
- Partner with the campaign senior leadership team (SLT) to ensure timeline and individualized stewardship of pledges and pledge payments for all top 100 thought-leadership prospects. Execute individualized stewardship plans with each substantial campaign commitment as directed.
- Provide primary support and direction for senior leadership team (SLT) activity with campaign prospects.

Qualifications

Minimum Qualifications:

- Bachelor’s degree or minimum 5 years of experience in political campaigns, a non-profit organization, with higher education and advancement experience preferred, or equivalent combination of education and experience.
- Demonstrated ability to work successfully and effectively with a wide range of constituents and manage complex relationships.
- Expertise and experience working with confidential and sensitive information.
- Excellent written and oral communication skills particularly related to briefings.
- Proven track record of strong organizational, process, analytical, and customer relations skills, ability to multitask.
- Demonstrated success in work organization, project and time management; ability to plan ahead, think strategically, and manage multiple projects and deadlines; ability to remain calm and level-headed under pressure.
- Proven ability to work independently as well as collaboratively on a team, strong writing, revising, editing and proofreading skills, and the ability to maintain a high standard of accuracy and quality under pressure of deadline and with a high level of professionalism.
- Demonstrated sound judgment for independent decision-making.
Candidate must have a high degree of computer literacy, including in the
effective use of a project management software, preferably Jira, in entry and
reporting of information.
The candidate must demonstrate energy, flexibility, a sense of humor and a
desire to help team efforts succeed.
Candidates must be able to work some evenings and weekends.
Successful clearance of a criminal conviction record check.

Preferred Qualifications:

- PMP Certification
- Valid NY driver’s license and have a satisfactory driving record.
- Experience in working with, supporting and motivating high-level volunteers,
  experience supporting fundraising volunteers and board members.
- Knowledge of advancement operations, prior campaign experience.
- Experience using Jira.

Job Benefits
Volunteers can expect to learn:

- Volunteers will gain unique insight into New York’s political processes.
- Critical thinking skills.
- Research and Data management skills.
- An understanding of the skills and knowledge needed for professional
  success.
- An understanding of how political campaigns operate.
- And more.