



Description

Warnock for Georgia is seeking a Director of Advance to join our growing team. The campaign is working to re-elect Senator Reverend Raphael Warnock to a six-year term in 2022 after he won a special election in January 2021. We are building a team committed to re-electing Senator Reverend Warnock and keeping Georgia blue in 2022. The Director of Advance will work with will work with members of the campaign leadership team, the campaign scheduler, and the senator's security team to ensure that events are planned successfully and run smoothly. The ideal candidate should be assertive and able to work quickly and in rapidly changing environments. Should be a natural problem-solver with the ability to evaluate, create and implement solutions to challenges on the fly. The candidate should also be able to prioritize competing demands and be able to handle interacting, both internally and externally, with a wide variety of people and personalities. Extreme attention to detail is required. Candidate should be comfortable dealing with sensitive information and maintain constant confidentiality. The Director of Advance will report directly to the Operations Director.

Duties

- Create and maintain event budgets
- Plan a variety of events across the state of Georgia
- Hire and manage an advance team
- Travel to and coordinate with advance staff to work events and ensure the senator's needs are met
- Coordinate and oversee logistics for campaign events with Deputy Director of Operations and Director of Scheduling
- Coordinate with communications and digital departments for coverage of events
- Manage event ordering and vendor relationships
- Aid in operations staff recruitment and interview processes
- Other responsibilities as required

Qualifications

- Minimum of 2-years professional experience in an operation, campaign management, advance, or event management role
- Ability to manage several tasks and projects at the same time
- Ability to prioritize and multi-task in a fast-paced environment
- Excellent written and verbal communication skills
- Experience working in an office setting
- Experience working events and traveling for work
- Detail oriented and good follow through on tasks
- Proficiency in Google and Microsoft Office suites required
- Strong communication and interpersonal skills with the ability to interact professionally with staff and external stakeholders
- Ability to maintain a high level of confidentiality

Position: Director of Advance

Reports to: Operations Director

Salary: \$6,500 monthly

Location: Based in Atlanta, Georgia.

Benefits: Eligible for UnitedHealthcare medical insurance along with vision and dental policies.

Hours: This position's schedule will vary based on the needs of the campaign and will require evening and weekend work over the course of the election cycle.

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To Apply: Send resume to jobs@warnockforgeorgia.com with "Director of Advance" in the subject line of the email and three professional references.

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Warnock for Georgia is an equal opportunity employer and prohibits discrimination and harassment of any type. We welcome applicants from any educational background, race, ethnicity, religion, creed, sexual orientation, gender identity, gender expression, sex, age, immigration status, citizenship status, national origin or ancestry, marital status, pregnancy, criminal record, mental or physical disability or disorder, HIV antibody status, parental or familial status, or veteran status, or any other characteristic protected by federal, state or local laws.