



Statewide Field Manager

Reports to: Field and Political Director
Works with: CRP staff, outside counsel and consultants
Location: varies throughout CA
Job Status: Full time
Exempt

About the California Republican Party

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

Overview of Responsibilities

The Statewide Field Manager will report to the Field and Political Director and assist Field Representatives in building the CRP's Voter Contact program. Additionally, the Statewide Field Manager will be responsible for managing a special projects office.

Essential Duties

- Build, grow and maintain CRP relationships with targeted constituencies
- Provide support to Republicans in the field, including headquarter set-up, training manuals, and other efforts such as messaging and talking points
- Work with Field Team to increase the impact of CRP outreach efforts
- Alert and inform the Field and Political director of issues in the field regarding performance of field representatives or conflicts that campaigns may have, so the Field and Political Director can address as required
- Recruit volunteers for CRP special projects
- Train volunteers and Field Representatives on voter contact programs, such as door knocking and phone banking
- Maintain special projects records and field trackers
- Build a digital response team so that volunteers can spread CRP messages via Twitter, Facebook, and other social media platforms
- Attend events, including at Republican auxiliary groups, in the assigned region to talk about CRP activities as well as to recruit volunteers for the program
- Work closely with CRP staff to identify and fix issues related to CRP equipment used and tactics in the Voter Contact program
- Other duties as assigned

Preferred Capabilities

- Project management experience preferred
- Detail oriented, extremely organized
- Past experience with data management
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Ability to maintain confidentiality of work
- Self-directed, ability to work with a remote supervisor
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds