



Job Description: New Hampshire Coordinated Campaign - Chief Operations Officer

The 2024 New Hampshire Democratic Party Coordinated Campaign is seeking a highly motivated, organized, and skilled operations operative to lead the New Hampshire Coordinated Campaign Operations team. We are looking for individuals with a variety of backgrounds and experience who are dedicated to building a team that looks like America. The COO will coordinate across multiple departments to create and maintain operational processes within team New Hampshire.

This role will be based in New Hampshire, and will require in person work.

Key Responsibilities:

- Create and manage systems to ensure all staff have the resources they need to do their jobs effectively
- Manage the campaign's budget and spending, and provide key stakeholders with a view of budgetary realities
- Develop robust HR processes, including around hiring, issue reporting, and onboarding
- Work with stakeholders, including collective bargaining units and state leadership, to promote a diverse, inclusive, and accessible campaign workplace
- Serve as the 'logistics hub' for all departments, enabling cross departmental communication and effective multidisciplinary project management
- Work with other members of the leadership team to ensure the overall effective functioning of the campaign

Preferred Skills & Qualifications:

- At least 5 years of work experience and/or at least 3 cycles of campaign experience, with at least one of those in a statewide operations role
 - Substantial previous management experience
 - Experience managing a 7-figure budget
 - Experience handling confidential information and supporting HR processes
 - Familiarity with an HRIS or other employee management systems
 - Experience working within a CBA or with a JLMC
 - Familiarity with basic accounting principles and FEC rules
 - Commitment to electing Democrats up and down the ticket
 - Willing to relocate to NH
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Background - Our Party

New Hampshire Democrats stand for policies that support strong, healthy communities and families, a strong economy with opportunities for growth and a fundamental system of fairness and justice. Democrats are committed to spurring job creation, building our infrastructure, and bringing fairness and opportunity to our economy and our civic life. We believe that healthy communities and strong families are essential to the well-being of our citizens and to our ability to foster business development and a vibrant economy. We are committed to upholding the right of every eligible voter to cast their ballot free from unnecessary restrictions. We pledge a government that works collaboratively across the aisle to address the issues that matter to the people of New Hampshire.

Due to FEC regulations, only U.S. citizens or U.S. green card holders are eligible to apply for this role.

The New Hampshire Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. Women and Black, Indigenous and People of Color (BIPOC) are strongly encouraged to apply.

The New Hampshire Democratic Party (NHDP) is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The NHDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The NDHP is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The NHDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

All information provided to the New Hampshire Democratic Party must be accurate and truthful. In the event that any information on your resume or related materials are found to be untruthful, the NHDP reserves the right to disregard applications or take immediate disciplinary action, up to and including termination, and also reserves the right to take legal action for related damages.

Accessibility Note: We invite all interested and qualified candidates to apply for employment opportunities. If you require any accommodation in the application process, you may request a reasonable accommodation.



The New Hampshire Democratic Party believes in the importance of privacy for all individuals and is committed to handling personal data responsibly and securely. This means being thoughtful about the data you share with us, how we use it, and how we protect it.