



NH House Caucus Director

The New Hampshire Democratic Victory Campaign Committee (DVCC) is a full-time political organization dedicated to building a Democratic majority in the New Hampshire House of Representatives.

The DVCC is looking for an experienced, full-time Caucus Director for the 2026 campaign cycle and beyond. This position is senior level, reports directly to the DVCC Caucus Chair, and will work closely with the DVCC Executive Committee. This position will oversee all aspects of the campaign.

We are looking for someone who knows New Hampshire and has a deep understanding of the unique characteristics of each one of the 203 House districts and 400 seats. Past campaign and fundraising experiences are essential. We are looking for more than just technical competence. A strong candidate will have the soft skills to complement their technical know-how, including a collaborative approach to problem-solving, a strategic mind, and the ability to lead and inspire a diverse group of stakeholders including candidates.

General information: The DVCC is based in Concord, New Hampshire. Relocation to New Hampshire is necessary.

Responsibilities include, but are not limited to:

General

- Oversee all operations for the 2026 DVCC campaign
- Supervise all members of the DVCC staff
- Conduct performance reviews for all DVCC staff
- Report directly to the DVCC Caucus Chair and DVCC Executive Committee
- Continue to grow caucus operations, fundraising, and staff, ensuring that day-to-day operations are running smoothly and that the program stays on track with big picture strategic goals
- Serve as the primary point of contact for the caucus and be ready to solve problems as they arise in a thoughtful and professional manner
- Manage internal communications for the campaign, including staff meetings, calls, and general updates with the DVCC Executive Committee and staff involved with the campaign
- Create a strategic targeting plan for the NH House, including a seat-by-seat ranking of the chamber



Staff Hiring & Management

- Work with the DVCC Executive Committee to hire campaign staff
- Manages campaign staff, including the hiring of paid campaign positions, and oversight and training for staff and candidates

Recruitment & Candidate Support

- Work with staff to oversee candidate recruitment for all 400 seats in conjunction with recruitment partners
- Work with staff to provide the highest level of service for candidates including regular communications and training sessions
- Assist with writing curriculum and leading training sessions for all 400 NH House candidates, many of whom are new to campaigns
- Systematically track all 400 House candidates and their campaign progress

Paid Communications

- Work with staff to design a polling plan in consultation with the polling consultant and in coordination with relevant partners
- Create and implement a strategic mail communications plan for all target House races, in consultation with the mail vendor
- Create and implement a strategic digital communications plan for all target House candidates, in consultation with the digital vendors
- Hold primary responsibility for approvals for paid communications

Finance & Compliance

- Work with staff to manage the caucus budget and ensure that fundraising goals are met
- Ensures 100% compliance with all NH election laws, including timely campaign finance reporting (in conjunction with DVCC Treasurer and staff)

Political

- Build and leverage key relationships with state and national allies including the NH Democratic Party, NH Senate Democratic Caucus, Democratic Legislative Campaign Committee, The States Project, EMILYs List, and others
- Work with staff to foster strong working relationships with county Democratic chairs and town Democratic chairs to assist with candidate recruitment and support



Other

- Track vacancies in the House and oversee special elections including candidate recruitment, campaign strategy, and management
- Track legislation and amplify legislative battles and Democratic success in the State House via social media and earned media
- Oversee the post-election recount process
- Provide support in the lead up to the NH House of Representatives' Organization Day

Required skills and qualifications:

- Three (3) or more cycles of campaign experience with bonus points for experience as a campaign manager, caucus staffer, or caucus director
- Previous experience with networking in a political environment
- Knowledge of NH labor law and ability to manage personnel in a professional manner
- Knowledge of NH campaign law and a functional understanding of the NH House
- Decisive and independent, but able to ask for help when needed
- Strong commitment to electing Democrats to state government
- Must have a vehicle for in-state travel
- Experience in and knowledge of the political landscape and key people/organizations in New Hampshire preferred
- Poses superior interpersonal skills, with the ability to communicate effectively with a wide range of people and organizations
- Fast learner and willing to go above and beyond and find creative solutions to problems
- Exemplary time management, planning, and organizational skills
- Detail-oriented and able to prioritize and manage multiple projects
- Strong written and oral communication skills
- Able to work independently and in a team environment
- Work extended hours, including nights and weekends as needed

Salary is \$100,000-\$120,000 (commensurate with experience). Health, dental, and optical insurance premiums coverage is available at no cost to the employee.

To apply, please send resume, cover letter, and two references to resumes@nhdp.org. Please include "NH House Caucus Director Application" in the subject line. No calls, please. Applications improperly submitted will not be accepted.

Applications will be accepted until May 11th.