



### Job Description

<b>Title:</b> Campaign Manager (Massachusetts & NE states)	<b>Date:</b> April 16, 2019
<b>Select One:</b> <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Revised Job Description (indicate previous position title):	
<b>Position Classification (for internal purposes):</b> Manager-Functional	
<b>Status:</b> <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time; <input type="checkbox"/> Temporary (length of assignment):	<b># of hours/week:</b> 40 <sup>+</sup>
<b>FLSA Classification:</b> <input type="checkbox"/> Non-exempt; <input checked="" type="checkbox"/> Exempt	
<b>Office Location:</b> <input type="checkbox"/> Portland; <input type="checkbox"/> D.C.; <input type="checkbox"/> Denver; <input checked="" type="checkbox"/> Remote; <input checked="" type="checkbox"/> Other (Indicate): Greater Boston, Massachusetts	
<b>Position Reports To (title):</b> Regional Campaign and Outreach Manager	<b>Department:</b> State Advocacy

**Organization:** Compassion & Choices works nationally to improve care and expand choice at the end of life. Compassion & Choices envisions a society where everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. We engage our mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy.

**Position Summary:** This position is primarily responsible for providing visionary campaign management and stakeholder engagement for Compassion & Choices in collaboration and coordination with the state team and consistent with Compassion & Choices’ mission. The Campaign Manager oversees the activities of Compassion & Choices within the state(s) assigned as we continue to authorize, expand access, and protect medical aid in dying and the full range of end-of-life options in the assigned state(s).

- Essential Duties and Responsibilities:** Core duties and responsibilities include the following (other duties may be assigned):
- Develop and execute local field plans to (1) build a significant base of supporters for end of life choice, (2) provide strategic field support to local resolution campaigns, (3) work on capacity building in the states assigned and, if necessary, (4) recommend, draft, and implement new tactical or strategic approaches to C&C’s local strategy as needed to reach local goals.
  - Provide leadership and work with supervisor to authorize, expand access, and protect medical aid in dying and the full range of end-of-life options in assigned states.
  - Manage and ensure completion of all community field activities, including events, local advocacy campaigns, volunteer recruitment & training, phone banks, canvassing, etc.
  - Work with supervisor to develop and oversee implementation of an annual plan and manage a budget that achieves Compassion & Choices’ strategic priorities in assigned states. Ensure full integration of Compassion & Choices programs/policies by managing day-to-day campaign operations.
  - Build and maintain a broad base of grassroots and grasstops support including volunteers and allied organizations for Compassion & Choices. Manage Action Teams in the assigned states. Organize field outreach and actions to support advocacy, access, and protection goals. Conduct volunteer recruitment and management. Work closely with stakeholder groups.
  - Cultivate and maintain relationships and partnerships with healthcare industry stakeholders, regulatory agencies, allied organizations, academic policy experts, and other governmental and non-governmental stakeholders to leverage areas of common interest and achieve Compassion & Choices’ program goals.
  - Prepare for legislative session, including but not limited to legislative targeting, community visits, building allies, working with communications staff to train volunteers, and working with contractors and contract lobbyist. Work with national staff to develop the best strategy.

- Represent the organization in their state. Conduct presentations about our mission, goals and accomplishments. Be available for TV/Radio/other media interviews. Represent the organization to the community and to members of the legislature.
- Work closely with Communications staff to coordinate strategic messaging. Work with medical organizer on soliciting, organizing, and managing continuing education for medical providers.
- Keep up to date and maintain google docs and spreadsheets with current information and notes in a timely manner as needed.
- Maintain appropriate relations with Compassion & Choices staff and departments.
- Timely and accurate completion of related reports (such as "P card" statement, performance reviews, time cards, etc.).
- Demonstrates commitment to and active support of C&C's Diversity & Inclusion program.
- Support of all C&C efforts as requested; including, but not limited to, activities such as sharing prospects, briefing staff donors, alerting staff of fundraising opportunities, reaching out to donors, etc.
- Other duties as assigned.

**Supervisory Responsibilities:** Directly supervises Action Teams and volunteers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training; planning, assigning and directing work; addressing complaints and resolving problems.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Cost Consciousness** - Works within approved budget. Develops and implements cost saving measures. Contributes to profits and revenue. Conserves organizational resources.
- **Customer Service (Internal/External)** - Manages difficult or emotional customer situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.
- **Dependability** - Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Detail oriented** – Possesses extreme attention to detail; catches own errors early on.
- **Initiative** - Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.
- **Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Provides information to staff/volunteers on volunteer activities; Ability to communicate effectively with diverse audience; Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Keeps emotions under control; Remains open to others' ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.
- **Judgment** - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification. Responds well to questions. Demonstrates group presentation skills. Participates in meetings.
- **Planning/Organizing** – Effectively prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Strives to increase productivity. Organizes or schedules other people and their tasks. Develops realistic action plans. Works efficiently and with minimal supervision.
- **Teamwork** - Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:**

- Bachelor's degree in a related field (e.g., Political Science, Public Policy, Law, Journalism) - or equivalent combination of education and/or experience.
- Seven (7) to Ten (10) years directly related experience (or an equivalent combination of education and experience) which includes:
  - Demonstrated knowledge of local, state and federal government activities and structures; the ability to assess the local and state governments as they relate to policy/advocacy issues and activities.
  - Demonstrated understanding in advocacy/public policy, community organization/mobilization, media/communications, and grassroots advocacy tactic development and implementation.
  - Experience working on a political or issue campaign strongly preferred.
- Project management skills: Ability to simultaneously manage multiple, complex projects in varying stages of development under time constraints.
- Knowledgeable about issues of choice, ethics, health and social justice.
- Oral and written communication skills, and the ability to determine the best means of communication based on the situation.
- **Computer Skills:**  
To perform this job successfully, an individual should have working knowledge of related software (e.g., Database management; Google Cloud; Internet Research; Spreadsheet; Word Processing; PowerPoint, etc.). Must have the ability to adapt to new software tools as they become available.

**Other Qualifications**

- **Certificates, Licenses, Registrations:** None
- **Travel:** Must be able and willing to travel (overnight and possible weekends); 25% travel. Mileage and travel costs are employer paid.

**Environmental**

- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear; frequently sit for longer periods of times; occasionally required to stand and walk (includes maneuvering through airports and hotels). The employee must occasionally lift and/or move up to 25 pounds.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and typical of that found in an office environment.

Approved by OMT member		Title	Date
Print Name: Trish Bernstein	Signature: 	COO	April 16, 2019