



## Job Description

<b>Title: Campaign Manager (California and Hawaii)</b>		<b>Date: 3/11/2019</b>
<b>Select One:</b> <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Revised Job Description (indicate previous position title): Campaign Manager		
<b>Position Classification (for internal purposes): Manager-Functional</b>		
<b>Status:</b> <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time		<b># of hours/week: 40</b>
<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, CA <b>Other (Indicate)</b>		
<b>Position Reports To (title): State Director (CA &amp; HI)</b>		<b>Department: Political Advocacy</b>

**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(a) 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):
- 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.
  - 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. 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.
  - 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:** None

- Values:** Must be energized by the idea of working at an organization with the following values:
- **Compassionate** in our conviction that dying patients should be free of unwanted treatment, suffering or outside interference.
  - **Respectful** of the autonomy of individuals to decide what end-of-life options are best for them and their family.
  - **Courageous** in our willingness to confront the toughest end-of-life health challenges, disrupt the broken status quo and

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protect an individual's right to self-determination.

- **Credible** in all our education, advocacy and partnerships — our efforts are grounded in objective research and demonstrable facts.
- **Resilient** in our capacity to respond to opportunities and threats in the movement so that we can achieve our vision as quickly as possible.

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

- **Adaptability** - Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs workflows and procedures.
- **Critical Thinking** - Ability to actively and skillfully analyze information and convert that analysis into effective and efficient solutions; Develops ideas to achieve organizational goals; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision making process.
- **Ethics** - Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.
- **Innovation** - Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others' attention.
- **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.
- **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.
- **Problem Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
- **Project Management:** Demonstrated experience in successfully managing projects using goals, plans, and performance measures. Demonstrated knowledge of project management principles.
- **Self-Management** – Strong time management skills.
- **Strategic Thinking** - Develops strategies to achieve organizational goals. Understands organization's strengths & weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.
- **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:**
  - A Bachelor's degree in a related field (e.g., Political Science; Public Health).
  - A minimum of 5 years' experience as an organizer with a campaign or nonprofit organization with increasing responsibility (or equivalent combination of education & experience).
  - Excellent leadership skills.
  - Experience managing and training volunteers and/or staff.
  - Excellent public speaking skills, including the ability to talk about controversial issues to a diverse audience.
  - Experience working for a complex national organization with local responsibilities.

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- Familiarity with health and aging issues a plus.
  - **Reasoning Ability:** Ability to define problems, inductive and deductive reasoning, collect data, establish facts, and draw valid conclusions.
  - **Computer Skills:** working knowledge of Compassion & Choices' software (e.g., Google Cloud; Internet software; Spreadsheet; Word Processing; GotoMeeting or Google Hangouts, etc.).
- Other Qualifications**
- **Certificates, Licenses, Registrations:** None
  - **Travel:** Must be able and willing to travel (overnight and possible weekends); up to 25% of travel.

- 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. The employee is frequently required to sit for longer periods of time. The employee is 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.

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Approved by OMT member		Title	Date
<b>Print Name:</b>  Trish Bernstein	<b>Signature:</b>  	COO	March 11, 2019