



Protect MI Constitution from Special Interests Hiring: Campaign Manager

Term: June 15 – November 30

Compensation: \$6500 - \$8000/month (Consultants, Independent Contractors or Staff will all be considered for this role)

To Apply: Please send a CV and cover letter to info@protectmiconstitution.com

Timeline: Applications will be reviewed on a rolling basis through June 30

[Protect MI Constitution from Special Interests](#) is a campaign urging a NO vote on Proposal 1, an amendment on the November ballot which will ask Michiganders whether to support calling a Constitutional Convention (Con-Con). Our broad-based coalition is working together to protect Michigan's constitution and ensure it cannot be hijacked and rewritten in a way that allows narrow special interests to reshape the state's governing document or sideline voters.

Campaign Management:

- In coordination with the campaign leadership team, Campaign Manager will advise, coordinate, and oversee all aspects of the campaign, including: outreach, research, legal, compliance, and earned and paid communications.
- Campaign Manager will update and execute on campaign plan, which outlines key phases of the campaign and success measures for each phase.
- Maintain regularly updated and detailed campaign timeline. This should be a tool to keep the campaign clearly tracking all verticals and deadlines, and function as a resource for key stakeholders to understand what is happening/when at a glance.
- Campaign Manager will manage the campaign team and consultants (digital, mail, etc) to achieve goals outlined in the plan and to meet deliverables, including preparing detailed agendas for weekly meetings, managing follow up items from those meetings, and preparing EC members with background and recommendations to make collective decisions and move work forward.
- Campaign Manager will facilitate effective internal campaign communications through regular team meetings, check-ins, and emails.
- Campaign Manager serves as the primary daily lead responsible for campaign implementation and drives measurable progress.

- In coordination with campaign leadership and stakeholders, Campaign Manager will help develop and implement the overall political and communication strategy, including identifying opportunities, mitigating risk, and adapting campaign priorities as political conditions evolve.

Manage budget and cash flow:

- Build and iterate on budget, in consultation with the Executive Committee and General Consultant.
- Manage cash flow. This includes: ensuring the campaign is on track to raise necessary funds to meet obligations, ensuring pledged funds will hit the campaign bank account in time to pay necessary bills, and forecasting any issues long before there is a missed bill. Campaign Manager should have eyes on this daily and come prepared to EC meetings and fundraising meetings with clarity on cash flow.

Outreach and Coalition Engagement:

- In coordination with the campaign leadership team, manage outreach plan and maintain outreach spreadsheet.
- Campaign Manager will leverage in-state relationships to add new endorsers and maximize coalition members' engagement through in-person events and social media.
- Campaign Manager will leverage existing relationships with coalition partners, advocacy organizations, validators, and other key stakeholders to strengthen campaign visibility, coalition engagement, fundraising capacity, and political support statewide.
- Campaign Manager will work with key stakeholders to ensure accountability to deadlines, deliverables, and strategic goals.