

New Jersey Coordinated Campaign Operations Director

Location: New Jersey

Start Date: By May 15, 2026

Compensation: 6.5k-9k a month, commensurate with experience

The Operations Director will be responsible for managing the daily operations and logistics of the 2026 New Jersey Coordinated Campaign to re-elect Senator Cory Booker and Democrats downballot across New Jersey. This fundamental role within the Senior Leadership Team will work closely with other departments to implement programs that elect Democrats up and down the ballot. This position is full-time and will be based in person in New Jersey.

This position offers an exciting opportunity to make a meaningful impact as a department director on a high-profile race for one of the most consequential leaders in the US Senate, along with the opportunity to flip several House seats in the path to taking back the US House. The ideal candidate possesses outstanding organizational, communications, leadership, and problem-solving abilities and is highly motivated, passionate about electing Democrats, and enjoys working collaboratively in a fast-paced environment.

This role operates in an office environment, and will be expected to be in office at least five days per week to start. Hours will increase closer to Election Day, and weekend and evening work will be required for the duration of the campaign. Healthcare benefits are available through the state party.

Key Responsibilities & Expectations

- Work closely with the Coordinated Campaign Director to maintain day-to-day spending, accurately track projected expenses, and manage the coordinated campaign budget, including:
 - Maintaining the coordinated budget and regularly reconciling all accounts
 - Assisting with payroll processing, employee benefits, and reconciling benefit expenses
 - Assisting with recordkeeping of revenue and expenses for compliance reporting purposes
 - Serve as Human Resources lead for coordinated campaign staff by:
 - Facilitating the onboarding and offboarding of all coordinated campaign employees
 - Creating a structure for incident reporting and maintaining HR records
 - Building comprehensive policies for the implementation of all regulations and campaign IT security standards
- Ensure logistical support for all coordinated departments, including working with vendors, ordering merchandise and materials, and completing regular supply audits

- Other responsibilities as assigned

Preferred Skills & Qualifications

- At least 2 cycles in campaign, advocacy, administrative work, or a related operations role; previous campaign operations experience on a coordinated campaign strongly preferred
- Previous experience with payroll systems, benefit management, and/or managing budgets
- Experience hiring and managing paid staff, with a focus on staff professional development
- Proficient in Microsoft Word, Excel, and Google Suite
- Exceptionally well-organized with strong attention to detail and process
- A desire to work collaboratively to implement creative solutions to unique problems
- Commitment to electing Democrats up and down the ticket

We are committed to building a diverse and inclusive team and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, familial status, genetic information, citizenship status, arrest or conviction record, domestic violence victim status, or any other characteristic protected by applicable federal, state, or local law.

To apply, please fill out your information in this [Google form](#). Our team will be in touch if there is a fit.