



## **Inslee for America Research Manager**

**Submission Deadline:** May 7, 2019

### **Position Summary:**

The primary responsibility of the Research Manager will be to contribute to the development of, and lead the day-to-day execution of, our campaign's research strategy. This position's responsibilities will include, but are not limited to, developing and executing plans, participating in communications and digital rapid response, conducting original-source and public records research, collaborating with our policy, field, and creative teams, database and consultant management, and more. Additionally, this role will support the Debate Director in a broad range of functions and will oversee projects.

### **Responsibilities:**

The Research Manager position will be principally responsible for three core areas:

- Design and manage execution of campaign Research Plan, in coordination with senior campaign leadership, especially the campaign's approach to Opposition Research.
- Participate in daily rapid response operations, including but not limited to communications support and fact checks.
- Track statements made and positions taken by Inslee for America, and support production of weekly internal Campaign Policy Briefing.
- Design and manage the campaign's approach to media monitoring, in coordination with the campaign's Communications and Digital teams.
- Manage day-to-day research operations with external research consultants

The position will also intersect with other functions of our growing campaign, including:

- Support management and maintenance of Inslee for America's extant self-research.
- Support the campaign's debate preparation process.
- Support response to organizational questionnaires submitted to Inslee for America.
- Lead up vetting of individuals, organizations, and event sites associated with Inslee for America campaign activities.

### **Qualifications:**

- 3-5 years of experience in political research, ideally with a high-profile political campaign, political committee, or national advocacy group.

- Superior writing ability, as well as an ability to present verbally and in writing assessments of large volume of information.
- Expertise with industry-leading research toolkits, including, but not limited to, LexisNexis.
- Strong passion for progressive causes and issues – especially climate change.
- Ability to work in a fast-paced team environment, communicate effectively and proactively, and offer clear recommendations.
- Strong planning and strategic skills.
- Ability to handle multiple tasks and projects simultaneously.
- Solution-oriented problem-solver who can work independently, prioritize requests, and manage people and issues.
- Strong passion for progressive causes and issues – especially climate change.
- Enthusiasm for political campaigns and ability to execute tasks within a team dynamic.
- Ability to work in a fast-paced environment, prioritize tasks, learn quickly, and accept constructive criticism.

**This position reports to:** Debate and Research Director.

We're looking for a passionate, hard-working individual who is willing to go the extra mile to make the difference for a progressive national campaign. You will be expected to work on some evenings and weekends. You are calm under pressure, comfortable in a fast-paced environment, committed to meeting deadlines, a good communicator, and detail-oriented. Women and people of color are strongly encouraged to apply.

**To apply, please send resume and cover letter to [insleejobs@gmail.com](mailto:insleejobs@gmail.com) with the subject line "Research Manager."** Applicants will be considered on a rolling basis.

**Salary:** Salary ranges between \$5,500-\$6,000 and is commensurate with experience.

**Location:** Job is based in Seattle, Washington. Travel for the position may be required.

Inslee for America is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. Inslee for America is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to race, color, sex, religion, age, sexual orientation, gender identity or expression, marital or parental status, creed, national origin, citizenship status, disability, pregnancy, ancestry, genetic information, military service, veteran's status or any other protected category under local, state, or federal law. Inslee for America will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.