

**Location**

Austin, TX

**Organization**

Fair Shot Texas PAC

**Position**

PAC Director

**Job Description**

FST PAC is seeking a qualified candidate for the role of Political Action Committee (PAC) Director. The PAC Director will be charged with implementing an aggressive multi-region, multi-layered electoral program. Additionally, the PAC Director will be responsible for expanding FST PAC's footprint and capacity with an aim to reach voters in districts to be targeted in future elections. Although the PAC's immediate focus is on the 2024 general election, this role will continue beyond this election cycle.

The PAC Director's responsibilities will include, but are not limited to:

Developing and executing an aggressive electoral program to include door-to-door canvassing operations in several regions of Texas, direct mail in targeted districts, and a robust digital program

Communicating frequently with union affiliates/funding partners to provide status updates, share programmatic information and request feedback

Coordinating directly with targeted campaigns as well as allied partners before, during and after program implementation

Raising funding needed to execute and expand programmatic work

Managing and maintaining the PAC's budget with the aid of the Operations Director

Working with consultants to achieve direct mail and digital program goals

Directing field program partners/vendors in hiring and maintaining canvassing staff, as well as monitoring data/quality control metrics and ensuring that daily voter contact goals are met

Attending canvass launches and participating in door-to-door activity, as needed

Supervising PAC staff and developing clear job duties, roles and expectations

Other duties and responsibilities required for implementation of a successful program

**Desired Qualifications:**

Texas residency and Texas political experience preferred

At least three election cycles working on campaigns in roles with relevant experience

Ability to work in a high pressure environment, meet tight timelines and manage multiple competing priorities at the same time

Passion for working to elect labor-endorsed candidates

An interest in developing campaign skills and a deeper understanding of the labor movement

Experience with and ability to navigate VAN and MiniVAN, and a desire to expand existing knowledge and skills

Strong writing ability and excellent communication, time-management and organizational skills

Ability to work collaboratively, yet independently, within the context of a plan

Ability to work long and extended hours when needed and willingness to travel as needed

Ability to work in person during hours that reflect the needs of the programmatic work

This position will be located in Austin, Texas. The salary for this position is \$84,000 and carries a very competitive benefits package, including health care coverage and retirement benefits. We are seeking to fill the job as soon as possible. Interested applicants should email résumé and cover letter describing your interest in this work

to: [emily@fairshottexaspac.org](mailto:emily@fairshottexaspac.org). Please put only your "Name – PAC Director" in the subject line.