memorandum to Leader Nancy pelosi

To: DCCC Chairman Steve Israel

Fr: Kelly Ward, DCCC Executive Director, (602-321-4211 c

Dt: Wednesday, October 30, 2013

Re: CHC BOLD PAC Weekly Breakfast

# Date: Wednesday, October 30, 2013

# Time: Breakfast Commences: 8:00am

YOUR arrival: 8:20am

Breakfast Concludes: 9:00am

**Location:** Democratic Club Townhouse

30 Ivy St SE, Washington, D.C., DC 20003

**Site Contact:** Sarah Cameron, (202) 543-2035

**Staff:** Kelly Ward, 602-321-4211 c

**Attire:** Business

**Attendees:** 18

**Hosts: CHC BOLD PAC**

**Members:**

**Members in attendance:**

Congressman Tony Cardenas, *confirmed*

Congressman Joaquin Castro, *confirmed*

Congressman Henry Cuellar, *confirmed*

Congressman Joe Garcia, *confirmed*

Congressman Pete Gallego, *confirmed*

Congressman Gene Green, *confirmed*

Congressman Ruben Hinojosa, *confirmed*

Congressman Ben Ray Luján, *confirmed*

Congresswoman Michelle Lujan Grisham, *confirmed*

Congresswoman Grace Napolitano, *confirmed*

Congresswoman Lucille Roybal-Allard, *confirmed*

Congressman Juan Vargas, *confirmed*

Congresswoman Gloria Negrete McLeod, *confirmed*

\****Please note all Congressional Hispanic Members are invited to attend CHC BOLD PAC’s weekly Wednesday breakfast. The breakfasts usually take place at Capitol Hill’s Tortilla Coast but today’s is taking place at the Democratic Club Townhouse.***

**Background/Reason for participation:**

**Event Set Up:** The breakfast will start with an internal CHC member meeting. CHC BOLD PAC breakfast organizers have asked YOU arrive after the CHC member meeting, around 8:20am, for the political update. The presentation is taking place on the first floor of the townhouse and the room has one long, family style table where the members will sit during YOUR presentation. The presentation will play on a wide, flat screen TV at the far end of the table where the members are sitting, there will be no microphone.

CHC BOLD PAC invited YOU earlier in the year to stop by one of their weekly breakfasts and update the members on the DCCC’s strategy to engage Latino voters, support current Latino members & recruit more Latino candidates, and train diverse talent to work on campaigns and at the DCCC.

**POLITICAL NOTES:**

**CHC members are divided on their support of DCCC’s Candidate Mayor Pete Aguilar (CA-31). It is in your talking points to acknowledge their divided support for Baca/Aguilar.**

**CHC members are concerned about the lack of Hispanic staff at the DCCC, particularly at senior levels. Please acknowledge Jaime Lizarraga (Lee-za-ra-ga), our CHC Liaison, who has played a critical role in our Hispanic outreach efforts this cycle. They are also very interested in having a Latino replace Michelle Mayorga as the Western Political Director.**

**The DCCC Latino Council co-chairs, Congressman Cuellar and Congressman Luján, are hosting a reception on Tuesday, December 3rd as the council’s kick-off event. Please thank the congressmen for their support.**

**The CHC Members might ask you about Luz Robles, UT-02 Latina candidate. DCCC’s political team has been in contact with CHC BOLD PAC staff regarding this race, although it is not a competitive district.**

FINANCE NOTES:

2013: CHC BOLD PAC has not contributed to the DCCC this year.

2012: CHC BOLD PAC maxed out to the DCCC with a contribution of $15,000.

2011: CHC BOLD PAC maxed out to the DCCC with a contribution of $15,000.

**Timeline of Event:**

8:00am: CHC Members arrive and proceed to start internal meeting.

8:20am: Congressman Luján, Chair of CHC BOLD PAC, will introduce YOU upon arrival.

8:22am: YOU greet members and proceed with political presentation.

8:40am: YOU open up the floor for Q&A.

9:00am: Breakfast concludes.

**Below are current job descriptions for openings at the DCCC. CHC Member’s staff have asked to be notified as senior staff positions at the DCCC become available in effort to help recruit diverse talent.**

**DCCC Job Openings:**

***West Finance Director:***

Responsibilities Include:

* Leads the day to day fundraising operation for the West region; focusing on Oregon, Idaho, Montana, Colorado, Utah, Wyoming, New Mexico, Arizona, Nevada, California, Hawaii and Alaska
* Oversees all events conducted in the West region.
* Works with Members of Congress as well as the donor community in the West region.
* Prepares donor meeting and event materials as necessary.
* Manages West Deputy Director and Finance Assistant.
* Other duties as needed.

Qualifications and Requirements:

* Two previous cycles of political fundraising experience.
* Travel is required for this position.
* Ability to multi-task and manage multiple projects at once.
* Desire to work in a fast-paced environment.
* Commitment to the election of Democrats in the U.S. House of Representatives;
* Familiarity with Democratic political actors and landscape a plus;
* Previous scheduling and administrative experience required;
* Bachelor’s Degree;
* Proficiency with Microsoft Office Suite and NGP
* Excellent interpersonal skills;
* Superior time management,  attention to detail and multi-tasking abilities

***West Political Director:***

The Regional Political Director will be responsible for working with both incumbent and challenger/open seat candidates to develop well-funded, well-executed winning campaigns. The Regional Political Director will be responsible for helping identify and train campaign staff to place on campaigns, help write and edit campaign budgets, and work with other DCCC regional staff to execute fundraising plans, political plans, press plans and field plans. The Regional Political Director is also expected to play a role in candidate recruitment.

**Specific Responsibilities**

* Directly interact with campaign managers for targeted incumbent and challenger/open seat races.
* Interface with DCCC Leadership and targeted candidates.
* Daily responsibility for the performance of targeted campaigns in the RP’s geographic region, including setting and meeting fundraising goals.
* Work with DCCC Leadership and regional staff to set goals & execute plans for fundraising, field, political, press and research for each assigned campaign.
* Extensive travel to region to work with assigned campaigns, attend campaign retreats and for DCCC Leadership travel when applicable.
* Other duties as needed.

**Requirements**

* Strong communication and problem solving skills.
* Prior campaign management experience at Congressional level or beyond is required.
* Extensive staff management and team leadership preferred.
* Ability to travel extensively.
* Self-motivation and the ability to anticipate and prevent problems.
* Strong commitment to teamwork.
* Possess the initiative to work independently and follow through on all projects.