



The Dover Group
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Company: The Dover Group
Position: DIRECT MAIL PRODUCTION MANAGER

About the Dover Group

The Dover Group is a boutique political consulting firm that specializes in direct mail and digital communications on behalf of progressive candidates, organizations, and causes.

During the 2024 election cycle, the Dover Group is working to help our clients win races across the country by providing them with creative messaging, decades of production experience, cutting-edge tactics, and unrivaled customer service.

Diversity, Equity, and Inclusion Statement

Our goal is to build a team that is as diverse as the candidates we work to elect and the constituents they serve. We promote diversity in hiring from the earliest stages of the recruitment process by engaging diverse applicants through partnerships with external organizations that serve candidates who are traditionally underrepresented in the industry. We strive to create a culture of inclusion and belonging by making space for open communication and fostering trust with staff at all levels. Our DEI efforts include an active DEI committee that is empowered to make change.

At the Dover Group, we also believe that representation matters. That's why we're committed to continuing to make history by electing people of color, women, and LGBTQ+ Americans, changing the face of leadership to reflect the diversity of people who live in their districts.

Employee Value Statement

At the Dover Group, we put a premium on creating a uniquely positive and supportive work environment for our employees in our remote working environment. Our employees value the work they do and the change that they help to make. We place high importance on professional development, personal



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autonomy, and schedule flexibility so that our employees can take care of themselves, their families, and their lives.

Job Description

The Dover Group is looking to hire a production manager to help us win up and down the ballot in the 2024 election cycle. **This position is a full-time seasonal position and will last through October 31, 2024.**

This is a client-facing role. The production manager will work directly with local, statewide, and federal Democratic campaigns in targeted races across the country, managing the production of their direct mail programs from concept, copywriting, and design to client approval, printing, mailing, and delivery. In other words, they will be responsible for keeping the trains running on time, so our mail campaigns run smoothly, and our candidates WIN!

The candidate should be highly organized, relentlessly detail-oriented, comfortable managing several projects at once, and willing to take the initiative to solve problems as they arise. The candidate should also thrive in a fast-paced environment and be able to keep projects moving according to their deadlines.

Primary Responsibilities

Direct mail production managers are primarily responsible for scheduling and managing all aspects of print production workflow to ensure projects are done right and on time for our clients.

As the primary project contact for internal and external teams, the direct mail production manager provides a consistently positive and solutions-focused experience to clients, team members, and print partners, developing great working relationships and ensuring all parties have the resources they need to do their jobs.

This includes, but is not limited to:

- Draft budgets with client leads and collaborate with the internal team to develop a strategic approach unique to each client.
- Create schedules and clearly outline expectations to internal and external teams.



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- Enter jobs into project management system, assigning tasks to appropriate members of the team and following up to ensure timely completion.
- Monitor workflow, tracking projects closely to meet deadlines.
- Provide constructive feedback to internal teams to meet quality objectives.
- Submit art to print partners and approve mail for print.
- Track mail once it enters the postal system.
- Liaise with USPS as needed.
- Generate client invoices.
- Nimble and quickly resolve issues as they arise.
- Respond timely to requests.
- Schedule, lead, and/or attend recurring meetings with appropriate teams to guarantee the successful completion of projects.

Requirements

- Experience in project management, political campaigns, or print production required
- Democratic political campaign experience preferred, but not required
- Proofreading or print quality assurance experience is a plus
- Excellent organizational and time-management skills
- Demonstrated talent to multitask and manage multiple deadlines.
- Ability to communicate clearly and professionally over email and phone
- In your cover letter, please find a way to mention the phrase “pumpkin spice latte”
- Proficient in Microsoft Office and Google Documents
- Experience in Wrike (or other project management software), DropBox, and the Adobe design suite is a plus
- Willingness to work long or irregular hours, including evenings and weekends, during the peak of campaign season

Details

- The Dover Group is an equal opportunity employer
- The Dover Group is 100% remote
- Full-time
- Job training provided



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- Typical workday is M-F, 9 am – 5 pm EST, with the understanding that additional hours may be required during peak campaign season (August – October) to ensure client work is completed according to schedule.
- Salary \$50,000 - \$70,000 per year (\$4,167–\$5,833 monthly), commensurate with experience
- The Dover Group provides additional stipend support for health insurance costs for full-time employees

Contact

To apply, send resume and cover letter to:

jobs@doverstrategygroup.com

Please include “Production Manager” in the subject line.