

Operations Director

Company: Elevated Campaigns & Public Affairs

Location: Remote (US-based, Central Time hours)

Reports to: Partners

Position Type: Full-time, salaried

About Elevated

Elevated Campaigns & Public Affairs is a national political and public affairs advertising firm taking the work to a whole new level. For 25+ years, we've helped our clients jump into the big fights and create lasting change. We work with issue advocacy organizations, trade associations, labor unions, Democratic candidates, caucuses, and ballot measure campaigns to shape public opinion and move votes.

Our work spans digital and social media, strategic consulting and issue management, TV, streaming, radio, direct mail, and print. Our battle-tested team takes on the big fights, using innovative approaches and strategic insights to deliver our clients' messages to the right audiences, in the right mediums, at the right times. We're laser-focused on continually improving and upgrading what we offer. We're not resting on our laurels or satisfied rehashing past efforts.

Job Description

We are seeking a full-time Operations Director to serve as the firm's operational backbone. This is a critical role responsible for the financial management of all client accounts, end-to-end project management across every campaign, vendor coordination, project P&L tracking, and the operating systems that keep the work moving on time and on budget. The Operations Director will be the right hand of the Partners and will play a central role in the firm's continued growth and operational maturity. The ideal candidate is a hyper-organized, proactive systems thinker who thrives in high-pressure, deadline-driven environments and brings senior financial and project management skills to the seat.

Key Responsibilities Include

- Owning AR/AP for all client accounts, including invoicing, collections, and vendor payments
- Owning end-to-end project management across every campaign
- Coordinating vendor schedules, timelines, and deliverables
- Moving digital assets to ad buyers, networks, and broadcast stations
- Monitoring and generating reports on the delivery of digital ad programs
- Managing mail, digital advertising, and other media budgets, including vendor pricing negotiation
- Owning print and media P&L tracking and project profitability
- Getting print pieces ready for production, including file handoff and quality control
- Building, documenting, and maintaining the firm's operating systems
- Flagging budget risk and resource gaps before they bite
- Diplomatically managing up to the Partners and across to peers

- Interfacing with the firm's professional service providers (e.g., CPA, bookkeeper, attorneys)
- Confidentially handling sensitive strategic and financial information and documents
- Other tasks as assigned by the Partners

Job Qualifications

- 5+ years of senior operations or project management experience
- Strong financial management chops, including AR/AP, budgeting, and P&L tracking
- Hyper-organized systems-thinker
- Detail-oriented and conscientious to a fault
- Experience in high-pressure, deadline-driven environments
- Proactive and always thinking three steps ahead
- Excellent written and verbal communication skills
- Strong follow-through — always closes the loop
- Willingness to use and learn new technology and AI tools
- Diplomatic communicator, able to manage up to the Partners and across to peers
- Comfortable with campaign-cycle hours during high season
- Thrives in a remote work setting
- Proficient and experienced in QuickBooks

Preferred but Not Required

- Past experience at a political consulting firm or advocacy organization
- Chief of Staff background
- Project management certification
- Microsoft Office Suite fluency (Word, Excel, PowerPoint)
- Track record implementing project management systems such as Microsoft Teams, Asana, Monday, or ClickUp
- Experience reporting to/partnering with senior leadership during growth or transition phase

Compensation

This is a full-time salaried position with health care, paid time off, and generous retirement benefits. The salary range for this position is \$80,000–\$120,000, commensurate with experience, plus an annual performance-based bonus.

To Apply

Please send your resume and cover letter to hirings@elevatedcampaigns.com with the subject line “Operations Director.”

Equal Opportunity Statement

Elevated Campaigns & Public Affairs is an Equal Opportunity employer and has a strong institutional commitment to the principle of diversity in all areas. We are particularly interested in receiving applications from a broad spectrum of qualified people. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, citizenship, national origin, age, sex, gender, gender identity/expression, sexual orientation, marital status, disability, genetic information, veteran status, or any other legally protected basis, in accordance with applicable federal, state, or local law.