

SHIMP FOR PRESIDENT 2028

DEPUTY CHIEF OF STAFF - PRESIDENTIAL CAMPAIGN

Position Description, Authority, Operations & Performance Standards

The Deputy Chief of Staff is the campaign's senior operational deputy to the Chief of Staff. The position is responsible for converting leadership decisions into coordinated execution across departments, maintaining day-to-day organizational discipline, resolving routine cross-department problems, and ensuring that the Chief of Staff and Candidate receive accurate, timely information on matters requiring their attention.

Reporting relationship: Reports to the Chief of Staff. Role level: Senior campaign executive. Succession function: Acts for the Chief of Staff when specifically delegated or when the Chief of Staff is temporarily unavailable.

1. Executive Support to the Chief of Staff

- Serve as the Chief of Staff's principal deputy for internal campaign management and execution.
- Receive delegated assignments from the Chief of Staff and ensure that responsible departments understand the objective, deadline, budget, and decision authority.
- Keep the Chief of Staff informed of significant operational developments without unnecessarily escalating routine matters.
- Prepare concise decision memos, status reports, issue summaries, and follow-up lists for senior leadership.
- Maintain continuity when the Chief of Staff is traveling, engaged with the Candidate, or otherwise unavailable.

2. Day-to-Day Campaign Operations

- Coordinate the campaign's daily operating rhythm across headquarters, traveling staff, state operations, scheduling, communications, policy, finance, digital, legal/compliance, and security administration.
- Track major deliverables and intervene when deadlines, dependencies, or departmental conflicts threaten execution.
- Maintain an organization-wide action tracker for high-priority projects and Candidate directives.
- Ensure routine administrative decisions are made at the lowest appropriate level rather than becoming unnecessary Candidate or Chief of Staff decisions.
- Identify recurring operational failures and recommend process changes.

3. Cross-Department Coordination

- Chair or facilitate operational meetings when directed by the Chief of Staff.
- Resolve conflicting priorities among departments and establish clear ownership for projects involving multiple teams.
- Ensure scheduling changes are communicated promptly to advance, communications, security, political, finance, digital, and transportation personnel.
- Coordinate major announcements so policy, communications, legal, digital, fundraising, political, and event teams work from the same approved plan.
- Escalate disputes that materially affect strategy, legal exposure, finances, security, or the Candidate.

4. Staff Management & Accountability

- Supervise department heads or operational personnel assigned by the Chief of Staff.
- Monitor performance against written responsibilities, deadlines, budgets, and campaign priorities.

- Conduct follow-up on assignments issued during senior staff meetings.
- Document significant performance or conduct issues and route employment matters through appropriate HR/legal processes.
- Assist with recruiting, onboarding, organizational design, succession planning, and staffing adjustments.

5. Candidate Schedule & Briefing Support

- Work with scheduling and advance staff to ensure the Candidate's calendar is operationally feasible and aligned with campaign priorities.
- Confirm that briefing materials, talking points, policy background, attendee information, logistics, and security coordination are ready before major Candidate engagements.
- Review schedule changes for downstream effects on travel, staffing, press, fundraising, security, and event operations.
- Help protect the Candidate's time by resolving operational questions without unnecessary interruptions.
- Ensure unresolved issues requiring Candidate decisions are presented clearly and with recommended options.

6. Travel, Advance & Event Operations

- Coordinate headquarters support for rallies, town halls, fundraisers, debates, policy events, media appearances, and multi-state travel.
- Ensure each major event has an identified operational owner and written responsibilities.
- Track transportation, lodging, credentials, venue readiness, accessibility, communications, press, and emergency-service coordination.
- Require after-action reviews for significant events or failures and track corrective actions.
- Coordinate closely with the Security Director on administrative and logistical needs while leaving tactical protection decisions to qualified security professionals.

7. Budget & Resource Management

- Assist the Chief of Staff, Treasurer, and Finance Director in monitoring departmental spending and resource requirements.
- Review significant operational purchase requests before they move through the campaign's approval process.
- Identify avoidable duplication, unnecessary subscriptions, inefficient travel, or other recurring costs.
- Maintain awareness of cash constraints when setting operational priorities.
- Ensure contracts and expenditures requiring legal or compliance review are routed appropriately before commitment.

8. Legal & Compliance Coordination

- Work with campaign counsel and compliance personnel to ensure operational decisions are reviewed when legal or regulatory issues are implicated.
- Immediately elevate subpoenas, litigation, regulatory contacts, law-enforcement inquiries, significant employment issues, and suspected compliance violations.
- Support campaign record-retention and document-preservation procedures established by counsel.
- Ensure staff understand that operational urgency does not override campaign-finance, employment, contracting, privacy, or other applicable legal requirements.

9. Security Administration Liaison

- Support the Chief of Staff's administrative relationship with the Security Director.
- Ensure the security organization receives timely schedules, venue information, transportation requirements, staffing changes, and travel plans.
- Coordinate security budgets, payroll interfaces, contracts, insurance, lodging, vehicle support, and other non-tactical administrative needs.

- Ensure credible threats or security incidents are elevated through appropriate professional and law-enforcement channels.
- Protect sensitive security information by limiting distribution to personnel with a legitimate need to know.

10. Communications & Information Flow

- Maintain reliable internal channels for distributing approved leadership decisions.
- Prevent conflicting instructions by confirming which version of a decision or plan is authoritative.
- Coordinate with the Communications Director during fast-moving events so internal operations support the approved public message.
- Ensure confidential, privileged, personnel, security, and strategic information is handled according to campaign policy.
- Identify misinformation or unverified internal reports before they reach senior decision-makers.

11. Crisis & Continuity Management

- Assist the Chief of Staff in establishing the campaign's crisis-management structure.
- Coordinate operational response to severe weather, transportation failures, facility outages, cyber incidents, staffing disruptions, medical events, or major event cancellations.
- Maintain current emergency contacts and departmental continuity plans.
- Ensure the campaign can continue essential functions if headquarters, communications systems, transportation, or key personnel become temporarily unavailable.
- Document decisions and follow-up actions after major incidents.

12. Political, Policy & Stakeholder Support

- Coordinate operational support for political outreach, coalition meetings, policy rollouts, endorsements, and stakeholder engagements.
- Ensure external commitments made by staff are within delegated authority.
- Work with the Policy Director to ensure operational teams understand upcoming agenda announcements and implementation timelines.
- Route sensitive foreign-government or foreign-national engagements to senior leadership and counsel before commitments are made.

13. Daily, Weekly & Monthly Responsibilities

- Daily: review priority action list, Candidate schedule, staffing issues, travel/event readiness, urgent legal/security matters, and cross-department dependencies.
- Weekly: prepare senior staff agenda, review outstanding directives, staffing, spending, travel, events, communications calendar, and major deadlines.
- Monthly: assist with department performance reviews, organizational planning, vendor review, risk review, and longer-range staffing/resource forecasts.
- Maintain a written list of unresolved issues requiring Chief of Staff or Candidate decisions.

14. Authority & Delegation

- Exercise only authority delegated by the Chief of Staff or Candidate and respect written spending and contracting limits.
- May coordinate and direct routine campaign operations within assigned authority.
- May act for the Chief of Staff when expressly delegated, but does not permanently assume powers reserved to the Chief of Staff or Candidate.
- May not independently change major campaign policy, authorize extraordinary expenditures, make legal determinations, or direct tactical armed-security operations.

- Must elevate decisions that materially affect campaign strategy, legal exposure, finances, reputation, Candidate safety, or senior personnel.

15. Desired Qualifications

- Senior management or operations experience in a complex, high-tempo organization.
- Demonstrated ability to coordinate multiple departments, manage deadlines, and solve problems under pressure.
- Excellent judgment, discretion, written communication, meeting management, and organizational discipline.
- Experience with political campaigns, government, military leadership, corporate operations, nonprofit leadership, or similarly demanding organizations is valuable.
- Working familiarity with budgeting, personnel management, scheduling, travel, communications, compliance, and crisis management.
- Ability and willingness to travel extensively and work irregular hours.

16. Performance Standards

- Leadership directives are translated into clear assignments and completed on schedule.
- Departments receive consistent instructions and cross-team conflicts are resolved quickly.
- The Chief of Staff receives accurate information and is not overwhelmed by routine operational matters.
- Major events and travel demonstrate strong preparation and cross-department coordination.
- Budget, legal, personnel, security, and reputational risks are identified early and elevated appropriately.
- Action items are documented, assigned, tracked, and closed rather than repeatedly rediscovered.
- The campaign maintains operational continuity during periods of intense travel, crisis, or leadership unavailability.

Working Relationships

Role	Deputy Chief of Staff Relationship
Candidate	Supports the Candidate through the Chief of Staff; direct access as authorized.
Chief of Staff	Direct supervisor; principal source of delegated authority and priorities.
Communications Director	Coordinates operational support for messaging, press and rapid response.
Political Director	Coordinates events, coalitions, state activity and stakeholder operations.
Finance Director / Treasurer	Coordinates budgets, spending workflow and financial administration.
General Counsel / Compliance	Routes legal, employment, contracting and compliance matters.
Policy Director	Coordinates agenda rollouts and operational requirements for policy initiatives.
Scheduling & Advance Director	Works closely on Candidate calendar, travel and event readiness.
Security Director	Coordinates schedules, resources and administrative support; tactical authority remains with security professionals.
Digital Director	Coordinates digital launches, website/email needs and online campaign operations.

Position intent: The Deputy Chief of Staff should make the campaign more disciplined and efficient by ensuring that routine operations are resolved below the Candidate level while important decisions reach senior leadership quickly, accurately, and with clear options.

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