

SHIMP FOR PRESIDENT 2028

CHIEF OF STAFF - PRESIDENTIAL CAMPAIGN

Position Description, Authority, Responsibilities & Performance Standards

The Chief of Staff is the senior day-to-day executive of the presidential campaign and performs the core management functions traditionally associated with a campaign manager. The Chief of Staff reports directly to the Candidate and is responsible for turning the Candidate's strategy, priorities, policy agenda, public schedule, fundraising objectives, and organizational decisions into coordinated campaign operations.

Reporting relationship: Reports directly to Fogel G. Shimp, Presidential Candidate. Role level: Senior executive campaign leadership. Public title: Chief of Staff.

1. Executive Leadership & Candidate Support

- Serve as the Candidate's principal campaign executive and primary coordinator for senior staff.
- Translate the Candidate's decisions into clear assignments, deadlines, budgets, and accountable owners.
- Control the flow of major operational issues to the Candidate so presidential-campaign time is reserved for decisions requiring the Candidate personally.
- Provide concise briefings on campaign operations, major risks, upcoming decisions, staffing issues, finances, events, communications, and political developments.
- Ensure that departments operate toward a unified campaign strategy rather than as independent organizations.
- Maintain a decision log for major Candidate directives and ensure follow-through.

2. Campaign Strategy & Execution

- Coordinate development and execution of the national campaign plan in consultation with the Candidate and senior advisers.
- Convert strategic goals into measurable state, communications, fundraising, voter-contact, policy, and organizational objectives.
- Conduct regular senior-leadership meetings and require progress reporting against campaign priorities.
- Identify operational bottlenecks, conflicting departmental priorities, and missed deadlines and resolve or elevate them promptly.
- Maintain contingency plans for major campaign events, staffing disruptions, travel changes, political developments, and reputational crises.

3. Senior Staff Management

- Direct and coordinate senior department heads, including operations, communications, political, finance, legal/compliance, policy, scheduling/advance, digital, and security leadership.
- Recommend hiring, reassignment, discipline, or termination of senior staff, subject to authority retained by the Candidate.
- Establish written job descriptions, reporting relationships, performance expectations, and approval authority.
- Prevent duplicate work and clarify ownership when multiple departments are involved in the same project.
- Conduct recurring performance reviews of department heads and address persistent performance or conduct problems.

4. Scheduling & Candidate Time

- Work with the scheduling and advance operation to determine which meetings, events, calls, interviews, travel, fundraising activities, and briefings merit Candidate time.

- Review the proposed daily and weekly schedule for strategic value, travel feasibility, security requirements, preparation time, and appropriate rest.
- Ensure briefing materials reach the Candidate sufficiently in advance.
- Coordinate last-minute schedule changes across security, communications, advance, political, finance, and transportation teams.
- Protect unscheduled decision-making and preparation time when campaign demands permit.

5. Communications & Public Message

- Coordinate with the Communications Director to ensure public messaging reflects the Candidate's approved positions and campaign strategy.
- Review major speeches, announcements, policy rollouts, press strategies, and high-impact campaign communications before Candidate approval when appropriate.
- Ensure rapid internal communication when breaking events require a campaign response.
- Coordinate communications, legal, policy, and political staff on sensitive statements to reduce factual, legal, and strategic errors.
- Ensure campaign departments understand which information is public, confidential, privileged, or operationally sensitive.

6. Policy & Agenda Management

- Coordinate with the Policy Director to develop, organize, and maintain the Candidate's presidential agenda.
- Ensure policy proposals are reviewed for constitutional, statutory, fiscal, administrative, and communications implications before major public rollout.
- Maintain a current inventory of proposed legislation, executive actions, administrative priorities, and long-term policy initiatives.
- Coordinate policy announcements with communications, digital, scheduling, political, and legal teams.
- Ensure campaign materials accurately distinguish between actions a President may take independently and actions requiring Congress or other governmental authority.

7. Finance, Fundraising & Budget Oversight

- Work with the campaign treasurer, finance leadership, and compliance counsel to monitor cash position, fundraising targets, payroll, major contracts, travel costs, security expenditures, and departmental budgets.
- Require appropriate approval procedures for significant expenditures and commitments.
- Review budget-versus-actual performance and adjust operational priorities when resources change.
- Coordinate fundraising priorities with Candidate scheduling while preserving adequate time for public campaigning and governing-policy preparation.
- Ensure financial decisions are routed through personnel responsible for Federal Election Commission and other applicable compliance requirements.

8. Legal, Ethics & Compliance Coordination

- Maintain a direct working relationship with campaign counsel and compliance personnel.
- Ensure major contracts, employment actions, political activities, advertising, fundraising practices, security arrangements, and unusual expenditures receive appropriate legal/compliance review.
- Escalate subpoenas, litigation, regulatory inquiries, law-enforcement contacts, credible threats, and significant compliance concerns immediately.
- Promote preservation of records and compliance with document-retention requirements established by counsel.
- Never direct legal counsel to conceal unlawful activity or interfere with lawful investigations.

9. Security Coordination

- Serve as the senior campaign-management liaison to the Security Director without personally directing tactical protective operations.
- Ensure security leadership receives timely schedules, venue information, travel plans, event changes, and relevant logistical information.
- Coordinate budget, staffing, contracting, insurance, transportation, and administrative support for the protective-services program.
- Ensure credible threats are appropriately escalated to law enforcement and relevant authorities.
- Keep tactical procedures, routes, protective formations, weapons information, and other sensitive operational details restricted to personnel with a legitimate need to know.

10. Travel, Advance & Major Events

- Coordinate scheduling, advance, security, communications, political, and operations teams for campaign travel.
- Require written ownership for venue contracts, transportation, credentials, press arrangements, accessibility, security coordination, and contingency planning.
- Review major rallies, debates, conventions, fundraisers, policy events, and international or high-risk engagements for organizational readiness.
- Ensure post-event reviews capture problems, costs, lessons learned, and required corrective actions.

11. Crisis Management

- Act as the central management coordinator during major campaign crises.
- Establish a small decision group appropriate to the incident rather than allowing uncontrolled staff involvement.
- Ensure facts are verified before public statements are authorized.
- Coordinate legal, security, communications, medical, political, and operational leadership as required by the incident.
- Maintain continuity-of-operations plans for loss of facilities, communications outages, vehicle failures, severe weather, cyber incidents, or temporary unavailability of senior personnel.

12. Personnel, Culture & Internal Discipline

- Set expectations for professionalism, confidentiality, respectful workplace conduct, accountability, and chain of command.
- Ensure staff complaints and misconduct allegations are routed through appropriate HR/legal procedures rather than handled informally when significant.
- Promote a performance culture in which staff understand deadlines, decision rights, and consequences for repeated failures.
- Ensure hiring and employment practices comply with applicable law and campaign policies.
- Develop succession and delegation plans for critical leadership roles.

13. External Relationships

- Coordinate senior-level relationships with political supporters, elected officials, community leaders, donors, coalition partners, vendors, advisers, and other stakeholders.
- Determine which requests should receive Candidate access and which can be handled by campaign staff.
- Ensure no staff member represents that the Candidate or campaign has governmental authority it does not possess.
- Coordinate with counsel before sensitive international contacts or interactions involving foreign governments or foreign nationals.

14. Information & Decision Management

- Establish a reliable briefing system so the Candidate receives accurate, concise, decision-ready information.
- Require departments to distinguish verified facts, estimates, recommendations, and unresolved questions.
- Maintain appropriate confidentiality and access controls for sensitive campaign information.

- Ensure important decisions are communicated to everyone responsible for execution without unnecessarily distributing sensitive information.

15. Daily / Weekly Operating Rhythm

- Daily: Candidate briefing; schedule review; urgent decision review; security/operations check; communications review; financial or legal escalation as necessary.
- Weekly: Senior staff meeting; campaign metrics review; budget/cash review; upcoming travel and event review; policy/communications calendar; staffing review.
- Monthly: Department performance review; strategic-plan update; major vendor/contract review; risk review; longer-range calendar and resource planning.

16. Authority & Limitations

- The Chief of Staff may exercise operational authority delegated by the Candidate but does not replace the Candidate's ultimate authority over the campaign.
- The Chief of Staff may not independently commit campaign funds beyond delegated approval limits.
- The Chief of Staff may not make legal determinations reserved for campaign counsel or compliance officials.
- The Chief of Staff should not personally direct armed tactics or law-enforcement functions merely by virtue of the campaign title.
- Major policy changes, public endorsements, extraordinary expenditures, senior leadership changes, and other matters reserved by the Candidate require Candidate approval.

17. Desired Qualifications

- Demonstrated senior leadership experience involving complex organizations, high-pressure decision making, budgets, personnel, communications, and multiple simultaneous workstreams.
- Strong judgment, discretion, organizational discipline, written and verbal communication, and ability to deliver difficult information directly to the Candidate.
- Ability to manage senior professionals without becoming the bottleneck for routine decisions.
- Working knowledge of presidential campaigns, federal campaign compliance, media operations, political organization, scheduling, fundraising, policy development, and executive protection coordination is strongly preferred.
- Willingness and ability to travel extensively and work irregular hours throughout the campaign.

18. Performance Measures

- Candidate decisions are implemented accurately and on time.
- Senior departments understand priorities, authority, deadlines, and accountability.
- Campaign spending remains aligned with approved budgets and strategic priorities.
- Major events and travel are coordinated across departments with minimal preventable failures.
- Legal, compliance, security, financial, and reputational risks are identified and elevated promptly.
- The Candidate receives reliable information and is not unnecessarily consumed by routine management disputes.
- Campaign strategy remains coherent across policy, communications, fundraising, political operations, digital activity, scheduling, and field operations.

Recommended Direct Reports

Position	Primary Relationship to Chief of Staff
Deputy Chief of Staff / Operations	Coordinates internal operations and acts for the Chief of Staff when delegated.
Communications Director	Press strategy, messaging, speeches, media and rapid response.
Political Director	Political relationships, coalitions, state strategy and stakeholder engagement.
Finance Director / Treasurer	Fundraising operations, budgeting coordination and campaign financial compliance.
General Counsel / Compliance Counsel	Legal advice, FEC compliance, contracts, risk and litigation.
Policy Director	Presidential agenda, policy research and proposal development.
Scheduling & Advance Director	Candidate calendar, travel, event preparation and advance operations.
Security Director	Protective-services administration and professional security coordination.
Digital Director	Website, email, social media, digital advertising and online organizing.

Document purpose: This is a campaign organizational position description. It should be reviewed alongside the campaign's employment policies, delegation-of-authority matrix, FEC compliance procedures, security protocols, and employment agreement.

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