



New Haven Democracy Fund

"To ensure that all the citizens of New Haven have a fair and meaningful opportunity to participate in the election of mayor."
New Haven Code of General Ordinances, Chapter 2, Article XI, §2-821 • Established in 2007 • democracyfund@newhavenct.net



City of New Haven
Democracy Fund Administrator
RFQ 2024

Desired Qualifications 1: KNOWLEDGEBASE

The varied nature of the work requires a successful candidate to be knowledgeable about the following areas:

- Political financial accounting
- Familiarity with legislative and statutory verbiage
- Political campaign operation and organization
- Press relations
- Municipal and state legislative process
- Public campaign financing
- State Elections Enforcement Commission (SEEC) rules and regulations
- State of Connecticut law regarding the operation of elections
- Ethics and ethical principles of fundraising for political entities
- Freedom of Information Act (FOIA) standards

Please describe your experience and relevant skills for any three areas from above for which you feel would be most important in this work. Knowledgebase can be indicated by educational background or work history with directly relevant job responsibilities or activities. (Word limit: 300, attach as a word document entitled: [applicantname]_knowledgebase)

Desired Qualifications 3: MOTIVATION

(Attach as a word document entitled: [applicant name]_motivation)

1. Please describe an example of a position of authority or responsibility you have held where you needed to self-motivate or self-start projects, tasks, and the successes and challenges you encountered during that time. (Word limit 200)
2. Describe your understanding of the history and purpose of the New Haven Democracy Fund, including any personal anecdotes and feelings you have about the program. (Word limit 200)
3. What do you see as the future of the New Haven Democracy Fund and what do you see as the Administrator's Role in creating that future? (Word limit 200)
4. Where do you see areas that the New Haven Democracy Fund can improve, and what constructive changes would you recommend? (Word limit 200)

Scope of Services

The Administrator of the Democracy Fund (“The Administrator”) duties and responsibilities are as follows:

- The Administrator shall be an independent contractor and shall not be an employee of the City.
- Subject to appropriate policy guidance from the Democracy Fund Board (“The Board”), the Administrator shall be responsible for the day-to-day operation and general administration of the Democracy Fund, including:
 - a) the public matching funds system,
 - b) the public financing grant,
 - c) contribution limitations,
 - d) voluntary expenditure ceilings,
 - e) the auditing of candidate financial reports and statements, and
 - f) the proposing of recommendations for the determination and resolution of complaints brought before the Board.
- The Administrator shall provide day-to-day supervision of the Investigator selected by the Board, when appropriate.
- The Administrator is also responsible, subject to the Board’s approval, for drafting all standardized administrative forms and documents, including the candidate contract, forms for requests for public matching funds and a schedule for issuing matching funds or public financing grants to participating candidates.
- The Administrator must certify a candidate’s eligibility for public matching funds or for public financing grants, and shall issue to the City Treasurer requests for disbursement of funds to eligible candidates.
- The Administrator will assist the Board with all other tasks related to the management of the Democracy Fund, as assigned by the Board.
- The Administrator shall issue press releases and undertake public education and outreach efforts to explain the rationale and the operation of the Democracy Fund.
- The Administrator will serve as a clerk to the Board, arranging for and posting notices of its meetings, attending Board meetings, and posting minutes of its meetings.
- The Administrator is anticipated to work about 10-15 hours per week during the election campaign season, and about 0-7 hours per week otherwise.
- The Administrator may perform her work at any time of the day or evening.

- The Administrator may work from any location and will not be provided with office space by the City. The Administrator should be reachable by telephone during at least several hours of each weekday.
- The Administrator is expected to perform the full extent of her duties to the satisfaction of the Board.
- The Administrator may be expected to travel and represent the Board and The Democracy Fund at conferences and events.
- The Administrator's services are paid as described in the Administrator's contract, renewed annually by the board.