

## The Delaware Democratic Party (DDP)

The DDP is building a team to raise resources, train the grassroots, lead on issues important to voters and elect candidates across our state. The DDP seeks dynamic applicants for two full-time, in-person, leadership positions, Executive Director and Technology Director.

### The Role of the Executive Director

The Executive Director (ED) reports to the Chair of the DDP and acts as a thought partner and trusted advisor. The ED oversees all programs; manages staff; leads electoral activities; represents the DDP at the coordinated campaign table; and maintains the financial health of the party. The ED builds the party at the grassroots, strengthens its infrastructure and advances its political objectives so that it can win elections at all levels for Democrats. The ED should be passionate about the success of the Democratic Party and the quality of life for Delawareans!

### Core Responsibilities

#### Strategic Leadership

- Serve as chief strategist and tactical executive who oversees the DDP's internal affairs.
- Lead strategic planning; implement and execute campaign, communication, fundraising strategies.
- Ensure legal and finance compliance.
- Prep Chair as needed. Monitor landscape and provide talking points in real time and provide advance briefings as needed.

#### Communications

- Establish relationships with key members of the press and develop a plan for regularly occurring communications in traditional and new media, to ensure the DDP connects with voters and keeps Republicans accountable.
  - Assist the Chair with outlines for speeches and talking points on topics as they arise.
  - Serve as a spokesperson as needed.

#### Public Affairs

- On behalf of the DDP, maintain a high-profile presence and manage political relationships statewide.
- Maintain working relationships with partners including but not limited to the DDP State Executive Committee (SEC), the DDP Federal Campaign Committee and the DNC.
  - Plan and execute quarterly SEC meetings with the host county.
  - Attend quarterly Democratic National Committee (DNC) and the Association of State Democratic Committees (ASDC) meetings with the Party Chair.
  - Partner with designated organizations and develop and maintain professional relationships with party leaders, elected officials, key constituencies and donors.
  - Plan and help execute state conventions.

#### Finance and Legal Compliance

- Communicate and coordinate regularly with legal counsel to advise and keep the Chair compliant on all legal, financial, and political matters.
  - Ensure timely filing of required state and federal reports.
  - Provide final review (with Chair) of fundraising, campaign finance reports and tax

- filings for Chair's sign-off.
- Work with the Financial Consultant and Compliance Firm, manage the organization's finances, track income and expenditures, pay bills, and maintain records and accounts.

#### Budgeting and Fundraising

- Create an annual budget, with input and approval from the Chair and Finance Committee.
  - Ensure adherence to the operating budget. Work with the Financial Consultant to provide monthly reports to the Chair, Finance Committee and State Executive Committee (SEC).
- Plan and implement a robust fundraising program in partnership with the Finance Director, including an overall fundraising plan, systems to manage call time, special events, donor programs and the cultivation and stewarding of large and small donors.
  - Take a strong, personal role in fundraising efforts, interact effectively with a range of donors.

#### Elections & Campaigns

- Oversee efforts for general and special elections.
- Assist in providing high-level training to organizers, DPP committee members, and Democratic candidates.
- Ensure an effective GOTV program is defined, ready and employed each election cycle; provide oversight to the Field Program; and manage candidate recruitment and volunteer programs.
- Establish a Coordinated Campaign table that considers the following: recruiting candidates, fundraising, volunteer management, paid media, consultant hiring, GOTV and more to ensure consistent messaging, solid internal controls and compliance.

#### Administrative and Operational Leadership

- Hire, onboard, train, manage and regularly evaluate staff. Ensure HR compliance.
  - Oversee day-to-day office management; plan staff development/training; review staff functions and restructure job responsibilities or propose new positions.

#### Required Knowledge, Skills, and Abilities

- Bachelor's degree
- At least 4 years of political, campaign, or non-profit experience or a combination thereof
- Resilient under pressure, active listener, with strong negotiation and conflict resolution skills.
- Political, fundraising and communications experience.
- Responsible, loyal, discreet professional who is a driven and results-oriented purpose-driven leader.
- Works well individually and collaboratively; and while focusing on strategic direction, still attentive to details.
- Financial and HR exposure
- Excellent project management and ability to multitask.
- A competitive drive to win elections.

#### Preferred

- Knowledge and understanding of political dynamics within Delaware.
- Proven experience in writing proposals, soliciting and securing small and large

donations.

- Understanding of financial and profit/loss statements and campaign finance reporting.
- VAN experience
- On-the-record press experience
- Experience working with elected officials, public figures and donors from diverse backgrounds, with varying and competing priorities

#### Salary

\$80,000+ / year, commensurate with experience.

#### How to Apply

Email cover letter, resume, and email and phone contact info for three references to [jobs@deldems.org](mailto:jobs@deldems.org).

Paid for by the DDP. Not authorized by any candidate or candidate's committee.

The Delaware Democratic Party is an equal opportunity employer and encourages candidates from all backgrounds to apply.

**No one applicant will meet every qualification here, if you have passion, talent and energy, apply. The party will also be looking for interns and volunteers in the future.**

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