

**JOB POSTING: DALLAS COUNTY DEMOCRATIC PARTY  
EXECUTIVE DIRECTOR**

**Job Title:** Executive Director

**Office Location:** Dallas, TX

**Employment:** Full-time position to begin on or before April 5, 2016

**Reports to:** Chair of the Dallas County Democratic Party

**About Us:**

The Dallas County Democratic Party is a diverse and inclusive county organization of the Democratic Party of Texas and is organized to promote and support the nominees of the Democratic Party in all national, state, and local elections. We seek to educate the public on the ideals of the Party and the qualifications of our nominees for office and encourage individuals to register to vote, join the Party, and become active.

**MAJOR FUNCTIONS/RESPONSIBILITIES:**

The Executive Director (ED) will be responsible for the daily operation of the Party office and program to elect Democrats to all partisan political positions. The ED will address all needs for the success of the Party including fundraising, inclusivity, increased participation, and assist all Democratic nominees in executing their campaigns as the Chair directs.

General duties include:

**Party Office:**

- Ensure efficient day-to-day Party operations, including but not limited to employee personnel policies, and office equipment;
- Work closely with Party vendors and consultants;
- Perform scheduled staff reviews;
- Provide staff development including creating a culture of inclusion for the Party;
- Review and restructure staff functions and responsibilities as necessary;
- Organize all meetings of the Executive Committee and other committees as required by the Party Bylaws or the Chair;
- Effectively work with state and federal Democratic groups; and
- Prepare office for all aspects of elections including state of the art campaign techniques, campaign planning, targeting, polling, election law, Get Out the Vote (GOTV) programs, Party building, and pre-election planning.

**Volunteer Recruitment, Retention, and Management**

- Be proactive including diverse constituencies in activities without regard to genetic characteristics, race, color, religion, sex, gender identity, sexual orientation, marital status, military/veteran status, age, national origin or disability;
- Utilize existing volunteer networks and bring new volunteers to the local political process;
- Organize events to keep current volunteers engaged and establish relationships with potential new volunteers;
- Manage volunteer and internship resources efficiently and effectively to accomplish voter contact and other Party goals: and

- Maintain a volunteer data base.

#### **Voter Registration and Contact**

- Coordinate voter registration drives with a concentration on under participating groups, moderate-to-high turnover neighborhoods, and young people;
- Organize canvasses and phonebanks;
- Oversee mail campaigns on behalf of coordinated efforts; and
- Utilize Voter Activation Network (VAN) database to maintain accurate and up-to-date voter file records.

#### **Fundraising and Finance**

- Coordinate fundraising for meeting Party goals, salary and other operating expenses at the direction of the Chair;
- Maintain amicable professional relationships with donors;
- Ensure compliance with state and federal campaign finance regulations; and
- Ensure timely payment of Party's financial obligations.

#### **Party Building and Public Relations**

- Ensure a Party presence at community events;
- Ensure that the organization and its mission, programs, products and services are presented with a strong, positive image; and
- Act as liaison to media and respond to inquiries from the public.

#### **EXPERIENCE REQUIREMENTS:**

- Executive/Senior level management in political campaigns but could also include non-profit, private industry, or the public sector. Ideally, experience would include a combination of the above-mentioned sectors including previous success in local, state, and/or federal Democratic campaigns;
- Specific experience in positive work relationships with diverse populations and individuals;
- Successful experience with the ability to provide internal and external leadership to achieve political and financial objectives;
- Demonstrated ability to develop and execute strategic political strategies and manage tactical execution to achieve results;
- Demonstrated ability to establish and maintain a credible reputation and high profile presence in the community;
- Proven excellence in written and oral communication as well as media experience including traditional and social media;
- Ability to use common office technology, website maintenance and specialized applications, such as Votebuilder and NGP services – for voter, volunteer, and donor management; ability to use multiple email contact systems and tools, such as webinars, online emails systems and online survey applications; understanding of social media tools; ability to strategize where and when to apply technology effectively;
- Ability to inspire and support volunteers; show respect for all individuals and opinions while promoting the basic Democratic Party principles;
- Willingness to take on any function necessary for the success of the office and Party;
- Relevant college degree preferred;

- Experience organizing diverse communities a plus;
- Spanish speaking a plus; and
- Local experience is a plus.

**Salary:** Negotiable and commensurate with experience. Please submit salary expectations in cover letter.

**APPLICATION & INTERVIEW PROCESS:**

To apply, email a cover letter expressing interest in the position (reference: Executive Director) with salary expectation, resume, writing sample and at least three professional references to [barbara@dallasdemocrats.org](mailto:barbara@dallasdemocrats.org) on or before February 4, 2016 by 5:00 p.m. CST. Late applications will not be accepted. No telephone calls, please. All initial correspondence will be by email only. Each applicant will receive an acknowledgement of receipt.

A search committee appointed by the County Chair will assist in reviewing applications, choosing the candidates for a personal interview and conducting the initial interview. The committee will make a recommendation of one or more candidates. The County Chair will interview finalists and make an offer to a qualified candidate.

The Dallas County Democratic Party is an Equal Opportunity Employer and is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to genetic characteristics, race, color, religion, sex, gender identity, sexual orientation, marital status, military/veteran status, age, national origin or disability. All offers of employment made are contingent upon the successful completion of a background investigation (which must be completed within 48 hours of any conditional offer of employment).