



Job Description: Executive Director

Overview

The Nevada State Democratic Party is currently seeking applications for an Executive Director. The Executive Director will oversee all programs, manage the senior staff team, lead the Party's activities in elections and coordinated campaigns, oversee the financial health of the Party, and further the political objectives of the State Party. The Executive Director must have sharp political instincts, be very reliable and hard-working, and be, at the core, a thoughtful, strategic manager. The Executive Director will report to the State Party Chair.

Duties & Responsibilities

- Manage Party programs that help elect Democratic candidates up and down the ballot and build the Party infrastructure
- Demonstrate an understanding of all aspects of elections, including, campaign techniques, campaign planning, targeting, polling, and get-out-the-vote programs and vendor selection to assist in these endeavors
- Facilitate communication and buy-in of stakeholders to develop goals and priorities
- Possess an understanding and implementation of fundamental human resource practices
- Hire, train and support staff
- Supervise the day-to-day management of permanent staff of varying backgrounds and NV Dems Coordinated Campaign employees during the cycle
- Establish performance objectives and conduct employee reviews
- Manage multiple projects throughout the organization on an ongoing basis
- Review and guide staff projects in accordance with the Party's needs and goals
- Respond in a timely manner to requests from key stakeholders, Party leaders, and elected officials
- Work with the State Chair to develop and adhere to an operating budget that is properly supported by a fundraising plan
- Develop and maintain professional relationships with Democratic Party leaders, elected officials, key constituencies, and donors
- Work with Party leaders to determine goals and priorities and monitor progress through a formalized planning process

- Act as liaison with the staffs of the Democratic National Committee (DNC), Association of State Democratic Committees (ASDC), and other national committees
- Attend the ASDC and DNC meetings

Required Skills & Background

- Bachelor's degree or equivalent practical experience
- A minimum of 4 years of political, legislative, or non-profit leadership experience with at least one election cycle of campaign leadership experience
- Leadership experience in an organization with a large staff and multimillion dollar budgets
- Experience with diverse constituencies, diverse ideologies, and the unique geographic diversity of Nevada
- Stellar personal organization skills and attention to detail
- Strong public speaking, written and verbal communication, and group facilitation skills
- Excellent management skills and able to keep staff motivated, mission driven, and energized
- Resourcefulness and the ability to identify opportunities and resources to best support the organization
- Experience using VAN (Voter Activation Network), word processing, spreadsheets, and Google Suite applications
- Demonstrated commitment to Democratic values and to electing Democrats up and down the ballot
- Must be able to drive
- Experience in Nevada politics preferred
- Fluency in Spanish a plus

How to Apply

Send your resume, cover letter, and contact information for two references to jobs@nvdemocrats.com. Please include "Executive Director" in the email subject line.

Equal Opportunity/Diversity Policy

The Nevada State Democratic Party (NSDP) prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's

status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee. The NSDP is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

NSDP's equal opportunity policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee, as well as opportunities for Consultants to contract with the NSDP.

The NSDP is committed to building a staff that reflects the diverse communities that makeup our state and the Democratic Party. Working towards the goal of a diverse NSDP, our policy extends to both Staff and Consultants.