



**Operations Director
Ohio Democratic Party
Columbus, Ohio**

About Ohio

Over the next two years the Ohio Democratic Party (ODP) will build an organization to win highly consequential elections up and down the ballot. The ODP is building back better as a focused, modern, and nimble force to elect Democrats statewide now and in the future.

Ohio is a top tier U.S. Senate pick up opportunity for national Democrats because of retiring Republican incumbents. The battle to save the Senate majority will be fought in Ohio. 2022 offers the chance to take control of the Ohio Supreme Court, make gains under new legislative maps, and win control of state government constitutional including Governor/Lt. Governor, Attorney General, Secretary of State, Treasurer, and Auditor. These opportunities give Democrats in Ohio early and strategic gains in rebuilding the Ohio Democratic Party.

About the Opportunity

The Ohio Democratic Party is seeking a talented, passionate professional to build and manage a comprehensive Coordinated Campaign Operations Department . The Director will oversee all operations and logistics pertaining to the 2022 Coordinated Campaign programs. The Operations Director will act as a senior member of the state’s Coordinated Campaign leadership team and work closely with the Ohio Democratic Party’s Coordinated Campaign Director to ensure cross departmental efficiency of our efforts.

Qualifications:

- Manage all operational and logistical aspects of the campaign
- In close collaboration with the Coordinated Campaign Director, this Director will track all spending on behalf of the campaign and oversee the campaign budget
- Oversee and the scouting, leasing and set up of campaign offices across the state of Ohio.
- Oversee the hiring and onboarding processes of new campaign staff in close coordination with the ODP’s Human Resources Director
- Play a large role in the management of labor relations on behalf of the coordinated campaign

Core Competencies:

- 2-3 cycles of political campaign experience with at least 1 cycle of campaign operations department experience
- Prior budgetary experience highly preferred
- Excellent in interpersonal skills and building relationships
- Understanding of Ohio’s complex political and demographic realities
- Extremely organized with great attention to detail
- Clear, effective, high-quality writer
- Highly communicative - responsive to internal and external requests, emails, and calls, within reason



- Multitasker - Able to juggle multiple activities yet not lose focus on top priorities or let something slip through the cracks
- Exceptional time management and organizational skills with the ability to manage multiple projects and competing priorities
- Committed to the values and practices of a diverse, equitable, and inclusive workplace with the ability to take feedback and learn
- A passion for training - developing leadership of staff and volunteers is second nature.

Personal Characteristics:

- Passionate and thoughtful about what and how they do work and whom they work with;
- Resilient, resourceful, and adaptive to priority shifts and change (big and small)
- Kind but willing to apply soft elbows when needed
- Realistic but positive in outlook, not ego- or turf-driven, able to focus on opportunities when faced with challenges
- Collaborative by nature
- Fully invested in the success of Ohio Democrats.

Interested candidates should submit their resume and a detailed cover letter to HR Director Sarah Ross, sross@ohiodems.org and Coordinated Director, Hilary Barrett, hbarrett@ohiodems.org with subject line Operations Director - (Insert Name).

ODP recognizes that our success requires we be a place where a diverse mix of talented people want to come and do their best work. We are focused on building a staff that is diverse of race, gender and gender expression, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. Candidates of color, women, LGBTQI, and more are encouraged to apply.