



**Position:**

Senior Advisor

**Reports to:**

Executive Director

**Overview**

The Florida Democratic Party is looking to hire a Senior Advisor to help strategize and implement tools to build a strong state party and coordinated campaign operation, advise the Executive Director, Chair and Coordinated Director and build strong relationships within all aspects of the Florida Democratic Party. We need a strong individual who can help with budget management, campaign strategy, political relationships, communications and voter contact.

**Responsibilities**

Serve as a strategic and tactical partner to Executive Director and Coordinated Director on the operations and budget of the Florida Democratic Party and the Coordinated Campaign;

Advise and assist in direction/execution of strategic and tactical goals;

Assists in the development of long-term strategic planning;

Help promote the party platform and party communications;

Advise on voter contact and communications spending, strategy, and tactics;

Assist with building and managing the coordinated table;

Direct or assist in the direction of staff as needed;

Manage or assist in the management of vendor and/or consultants;

Other duties as assigned or modified.

**Knowledge, Skills, and Abilities**

Believe in democratic values and mission.

At least three cycles of campaign experience

At least 2 cycles managing department heads and/or working closely with executive management while also influencing outcomes and processes across multiple levels and functions of an organization

Prior experience building relationships with donors, elected officials, coalitions and partners;

Excellent organization and time management skills;

Ability to facilitate and coordinate meetings, workshops, conferences, etc.

Impeccable verbal, written, research, communication and deck creation skills, and experience

Excellent organizational skills and the ability to communicate complex ideas in clear, concise terms (both verbal and written)

Strong leadership skills to establish and maintain effective and strong working relationships;

Deep commitment to maintaining the confidentiality of sensitive information while exercising appropriate discretion across a range of important internal and external relationships

Ability to exercise independent judgment and take initiative in an environment with shifting priorities

High-level proficiency in effectively utilizing the full range of G Suite tools, CRMs, and social media platforms

Ability to prioritize competing projects and multi-task across a broad spectrum of collaborators, based in various office locations or working remotely

Able to work independently in a fast-paced environment, with a proactive approach

### **Preferred Qualifications**

Fluent in a second language

Experience developing complex plans

### **Logistics**

Position is based in Florida

Must have a valid driver's license, reliable mode of transportation and the ability to travel extensively at times throughout the state for more than a day at a time

Must be able to travel often for several days at a time

### **Salary & Benefits**

The salary is commensurate upon experience and is negotiable. This is a full-time position and available immediately. Position includes full health, dental, and vision benefits.

### **How to Apply**

Please send an email with your resume and cover letter to [marcus@floridadems.org](mailto:marcus@floridadems.org) by **November 19, 2021**. Please write "RESUME – Senior Advisor" in the subject line.

### **Disclaimer**

The Florida Democratic Party is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The FDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.