



Utah Democratic Party

State Caucus Director for the Utah Democratic Party

Overview

The Utah Democratic Party is seeking a State Caucus Director to lead the day-to-day operations of the House and Senate caucus campaigns through the 2022 election cycle and beyond. The ideal candidate is an energetic self-starter who will work collaboratively with our leadership team as well as members, candidates, stakeholders, staff, and donors to protect incumbents and expand the Democratic House and Senate caucus in 2022 and the future.

Caucus Director

The candidate must have significant campaign experience, as well as demonstrated skills in implementing strategic plans and managing relationships with elected officials, candidates, and other campaign staff.

The position requires superb judgment, political savvy, and a work ethic of the highest degree. Superior project management skills are necessary to make sure that campaign strategies and tactics adapt and change with the dynamics throughout the election cycle. This position reports directly to the Executive Director of the Utah Democratic Party.

Responsibilities

- Works with Executive Director to prepare and execute caucus and member fundraising plans
- Manages campaign staff hired through the party
- Communicates regularly with House and Senate members
- Facilitates and coordinates trainings for all staff and caucus members
- Directs campaigns in the design and implementation of a quality field campaign
- Provides regular updates to the state executive committee
- Works with campaign to track and analyze progress on campaign goals and find creative solutions to campaign challenges
- Works collaboratively with consultants and vendors on strategy
- Builds and leverages key relationships with statewide allies
- Analyzes needs and availability of campaign resources in each district
- Assists in candidate recruitment

Requirements

- A strong commitment to electing Democratic candidates to state government
- At least 2-3 cycles of campaign and/or political experience, experience working with state legislative campaigns is preferred
- Strong staff management skills and experience
- Strong sense of political strategy and ability to quickly adapt to a changing political environment
- Goal-orientated and willingness to hold self and others accountable
- Experience with voter persuasion, early-vote, and get-out-the-vote drives
- Ability to work quickly and cooperatively under pressure

- Proficiencies in Microsoft Office Suite and NGP VAN

Compensation Information

- Salary is \$45,000 - \$55,000 a year with benefits, depending on experience

The Utah 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 Utah Democratic Party is an equal opportunity employer.

To apply, please send a cover letter, resume, and three references to thom@utdem.org. Please put "State Caucus Director - [Your Name]" in the subject line.