

EXECUTIVE DIRECTOR

The Democratic Party of Mississippi (MSDP) is in the seminal stage of a long-term effort to turn Mississippi blue and is seeking an energetic, inspirational, and positive-thinking person to serve as its executive director to help execute the vision and bring into fruition a blue Mississippi. The executive director will work in partnership with the chair, vice chair, and an eighty-member state committee but will report directly to the chair. The executive director will be primarily responsible for putting in place a strategic plan to build the Party's infrastructure from the municipal to the state level, and for managing the daily operational affairs of the Party. Additionally, the executive director will be involved in all aspects of the Party's development and activities including, but not limited to, election training programs; coordinated campaigns; voter protection; fundraising; budgeting; political strategizing; and staff recruitment, training, and development.

DUTIES

Working with the Chair to form a messaging strategy that explains who Mississippi Democrats are. The message must highlight what Democrats have done to improve the life of every Mississippian and present a clear contrast of the work that Democrats continue to do with what Republicans are offering.

Developing and maintaining professional relationships with various partner organizations including, but not limited to: ASDC, DNC, DCCC, DSCC, DSCC, DLCC.

Building and nurturing relationships with Democratic Party leaders, elected officials, including both the House and Senate Democratic Caucuses, labor leaders, the Federation of Democratic Women, the Mississippi Young Democrats, community activists throughout the state, and donors at all levels.

Organizing all meetings of the State Executive Committee.

Implementing the Delegate Selection Plan for the State and National Conventions.

Demonstrating an understanding of all aspects of election and campaign law, reporting requirements of the State and the FEC; working with compliance consultants, staff, and legal counsel to ensure that all campaign finance reports, tax returns, and other required reports are completed accurately and filed timely.

Working with the Budget and Finance Committee, and treasurer to establish, track, and assess budgets for the operations of the state party and all campaigns launched by the state party, including coordinated campaigns.

Ensuring that each county and municipality in the state has a viable county and municipal democratic executive committee that receives the required state training to conduct primary elections.

Working with the proper college officials, the chair of the party's Young Democrats Standing Committee, the chair of Mississippi Young Democrats, and other interested parties to establish a Democratic Club on the campus of each college, university, and community college and preparing programs, retreats, etc. designed to increase the probability of keeping members of the clubs fully engaged in democratic politics post college life.

Maintaining a database of all elected democrats in the State and working with the chair and party leaders to plan and implement annual meetings of all elected democrats.

Other responsibilities as may be assigned by the chair or necessary for the effective administration of the affairs and activities of the MSDP.

QUALIFICATIONS

Previous experience as a successful executive director with a demonstrated record of party building is not required, but would be a plus. Effective service and experience as chair of a county executive committee or county party with measurable results is desirable, as well as managerial campaign experience with a major candidate, state or federal campaign.

Knowledge of and experience with Mississippi politics is preferred but not required.

A demonstrated ability to achieve high levels of performance and outcomes through management and influence.

A reputation for leading with integrity, good judgment, and making decisions with the input of the chair, other party leaders and stakeholders who have demonstrated, or are demonstrating, a substantial interest in building the infrastructure of the party to achieve the stated vision of turning Mississippi blue.

Excellent verbal, written, and analytical skills. Strong communication and interpersonal skills with the ability to interact professionally with staff, members of the state party, and all players in the democratic ecosystem, state and national.

Ability to prioritize and manage several tasks and projects at the same time without letting anything fall through the cracks in a fast-paced environment.

A team player who understands the chain-of-command and strenuously follows it while adhering to a high level of confidentiality in all party dealings.

SALARY

Salary is competitive and commensurate with experience. Medical insurance benefits will be provided in addition to the salary, as well as paid holidays, annual, and sick leave.

DUTY STATION

The executor director will work out of and report daily to the Party's headquarters in Jackson, Mississippi, unless on an assignment that requires presence elsewhere.

HOW TO APPLY

Email your resume, cover letter and three professional references to info@mississippidemocrats.org with "Executive Director Application" in the subject line. Direct any questions to Chairman Tyree Irving at tirving@mississippidemocrats.org. Applications must be received by June 24, 2022, at 5:00 p.m., and the successful applicant should be available to begin work within two weeks after acceptance of the job or at a date mutually agreed to by the applicant and the MSDP.