

Job Opening for Executive Director of the West Virginia Democratic Party

June 27, 2022

Title: Executive Director of the West Virginia Democratic Party

Description: The Executive Director is in charge of all day-to-day operations of the West Virginia Democratic Party, the management of party staff, and serves as a senior adviser to the Chair, State Executive Committee, Democratic Legislative Caucus, and County Chairs. The Executive Director is responsible for implementing and managing organizational change and for overseeing the building of a vibrant statewide infrastructure. Candidates must possess strong organizational skills and attention to detail. A successful candidate must have the ability to work under tight deadlines and adapt quickly to changing work priorities. This position reports directly to the Chair of the West Virginia Democratic Party.

Time: Full-time

Salary: Commensurate with experience

Key Responsibilities:

- Serves as the strategic and tactical executive of the West Virginia Democratic Party.
- Works with the Chair, Treasurer, Executive Committee and Staff to develop and adhere to an operating budget.
- Develops and markets long-term strategic plan in consultation with the Party Chair and other major Democratic stakeholders.
- Approves and signs off on expenditures.
- Develops and implements training programs, including grassroots organizing, precinct training, County Chair, Executive Committee and candidate training sessions.
- Coordinates statewide candidate recruitment.
- Advises the Chair on all legal, financial, contractual and political matters related to the state party.
- Develops and oversees the Fundraising Plan, and develops new fundraising opportunities.
- Oversees and maintains relationships with Democratic Party leaders, elected officials, key constituencies and donors both within West Virginia and nationally.
- Oversees the development and employment of technology to help win elections.
- Reviews staff functions and restructures job responsibilities as necessary.

Qualifications:

- At least 3 years of political campaign experience.
- Experience managing staff and volunteers.
- Leadership and communication skills.
- Demonstrated interest in implementing new technology.
- Flexibility with work schedule and duties.
- Excellent personal skills with the ability to build and maintain strong relationships.
- Organized and able to manage multiple deadlines and responsibilities.

To Apply: Email your resume, cover letter and three (3) professional references to mike@wvdemocrats.com using the subject line WVDP Executive Director.

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