

**Colorado Democratic Party
Deputy Executive Director**

Location: Hybrid Remote/In-Person

Salary: \$60,000-\$70,000/yr, commensurate with experience

Benefits: Medical/Dental/Vision; non-matching 401k/Paid Holidays & Two Weeks Paid Vacation

Union Membership: *The Denver Newspaper Guild – CWA Local 37074 - CoDems Staff Union*

Role Overview: The Colorado Democratic Party (CDP) seeks an organized and energetic individual to join our staff as Deputy Executive Director. We are looking for a person with at least two cycles of campaign experience, particularly with a background in running efficient and outcomes-driven Field operations, including canvassing, phone banks, and text banks. The Deputy Director will have demonstrated experience with staff supervision, event organization, budget management, and motivational leadership. Leading candidates will complement existing talent within our organization. This person is supervised and managed by the Executive Director.

Responsibilities:

- Work at the direction of the Executive Director in carrying out the political, organizational and communications goals of CDP
- Supervise organizing staff and volunteers in regions across the state in coordination with the Executive Director
- Provide support to CDP Vice Chairs
- Ensure outreach and organizational goals are met in coordination with counties and organizational stakeholders
- Assist in recruiting a diverse group of candidates for office
- Support a wide-ranging set of programs. Programs include:
 - State Central Committee meetings
 - State Convention & Assembly process
 - Fundraising galas/dinners
- Conduct campaign/political trainings for county parties, initiatives, candidates, and organizations
- Work with consultants, elected officers, and a Communications Director, to plan and execute a strategic Communications strategy across various mediums
- Provide a detailed weekly report

Qualifications:

- A positive attitude and a solutions-oriented approach to your work
- Passion for electing Democrats and working with members of a broad coalition
- 5+ years of professional experience
- Staff and volunteer management experience

- Comfort working with high-level Democratic officials, candidates, staff, and donors
- Experience coordinating with stakeholders
- Experience planning and executing major events
- Experience planning, coordinating, and executing organizing and field campaigns
- Experience with NGP VAN or equivalent political software
- Comfort with a variety of technology, and an eagerness to learn new programs
- Leading candidates will be English/Spanish bilingual, and will have experience working with marginalized communities

To Apply:

This is a full-time exempt position available immediately. This position is based in Colorado with CDP's office being located in Denver. Because this position will require travel, leading candidates will have access to a vehicle and a valid driver's license. Candidates are not required to live in Denver to be considered, but should expect to regularly travel to Denver.

Please send a resume, cover letter explaining your interest in the position, and three professional references as a single PDF attachment to karin@coloradodems.org. Applications are due by November 30th, but the position will remain open until filled. Interviews will be scheduled on a rolling basis and applicants should prepare for a multi-step process.

The Colorado Democratic Party is an Equal Opportunity Employer and all interested applicants are strongly encouraged to apply. The Colorado Democratic Party recognizes that our continued success requires recruiting and retaining a diverse staff that provides the best quality services to supporters and constituents and reflects the diverse communities that make up the Democratic Party and Colorado.