



## **Executive Director – Idaho Democratic Party**

**Location:** Boise, Idaho

**Salary:** \$95,000 – \$115,000, commensurate with experience

**Benefits:** Health insurance, Dental & Vision Insurance, paid time off, phone and computer stipend

**Application Deadline:** February 15, applicants will be considered on a rolling basis.

### **About the Idaho Democratic Party**

The Idaho Democratic Party (IDP) is committed to building a stronger, more inclusive Idaho by electing Democrats at all levels of government. We work year-round to engage voters, support candidates, and advance policies that improve the lives of Idahoans.

### **Position Overview**

The **Executive Director (ED)** serves as the chief strategist and manager of the Idaho Democratic Party, overseeing daily operations, election efforts, fundraising, and communications. The ED is responsible for executing the state party's strategic vision, strengthening its infrastructure through technical assistance to local Democratic committees across the state, and ensuring financial and electoral success in a challenging political environment. The position reports to the State Party Chair.

### **Key Responsibilities**

#### **Leadership & Strategy**

- Develop and execute a comprehensive strategy to elect Democrats across Idaho.
- Manage day-to-day operations, ensuring alignment with the party's mission and goals.
- Work closely with the State Party Chair, Executive Committee, and Central Committee to advance party priorities from the local to state level.
- Foster collaboration and mutual support between IDP, candidates, county and legislative district parties, elected officials, national Democratic organizations, and allied groups.

#### **Fundraising & Budget Management**

- Oversee and participate in fundraising efforts, including donor outreach, call time, grassroots fundraising, grant writing, and event planning.
- Develop and manage the party's annual budget, in partnership with the Treasurer, Finance Committee, and Finance Committee, ensuring financial sustainability and compliance.
- Cultivate relationships with donors, political organizations, and partners to expand resources.

### **Political & Electoral Strategy**

- Oversee candidate recruitment, campaign training, and election programs, including voter registration, persuasion, and Get Out the Vote (GOTV) efforts.
- Develop and implement strategies to build Democratic power in Idaho.
- Support local parties and campaigns in organizing, messaging, and field operations.

### **Operations & Staff Management**

- Hire, manage, and mentor a diverse, high-performing team of staff and consultants.
- Oversee the execution of all IDP programs, including communications, digital outreach, field organizing, and compliance.
- Ensure strong internal processes, data systems, and financial compliance.

### **Communications & Public Relations**

- Serve as a spokesperson for the Idaho Democratic Party when needed.
- Develop messaging and branding strategies to communicate the party's vision effectively.
- Ensure IDP has strong relationships with media contacts, community leaders, and key stakeholders.
- Guide and oversee the execution of earned media campaigns, digital ad campaigns, and other paid media.

### **Qualifications**

- At least **5-7 years of experience in political campaigns, nonprofit leadership, or electoral organizing**, with at least three years in senior leadership roles.
- Proven track record of **fundraising success**, including donor cultivation, grant-writing, and digital fundraising.
- Strong **strategic planning** and **campaign management** experience, particularly in red or tough electoral environments.
- Excellent organizational, negotiation, conflict resolution, and interpersonal skills.
- Proven experience managing teams of people to produce high quality work while promoting a positive, supportive and inclusive organizational culture
- Strong communication skills, including writing and public speaking.
- Highly motivated and results-oriented.

- Professional and effective liaison for Idaho Democrats to elected officials, candidates, national partners, volunteers and supporters.
- Deep commitment to Democratic values and building long-term Democratic infrastructure in Idaho.
- Experience working with diverse communities and a commitment to diversity, equity and inclusion.
- Willingness to travel across Idaho and work long, irregular hours as needed, particularly during election cycles.

### **Preferred Qualifications**

- Experience working with state or local Democratic parties.
- Familiarity with Idaho's political landscape and key issues.
- Experience in communications, press relations, or digital organizing.

### **How to Apply**

Interested candidates should submit:

- ✓ **A cover letter** explaining their interest in the role and relevant experience.
- ✓ **A resume** detailing their professional background.
- ✓ **Three professional references.**

Applications should be sent to [lauren@idahodems.org](mailto:lauren@idahodems.org) with the subject line "**Executive Director Application – [Your Name]**".

The Idaho Democratic Party is an equal opportunity employer and is committed to creating an inclusive and diverse workplace. Women, people of color, LGBTQ+ individuals, and members of historically marginalized communities are strongly encouraged to apply.