



UDP Interim Executive Director

THIS IS AN INTERIM POSITION THROUGH JUNE 30TH 2025. THE POSITION MAY BE EXTENDED PAST JUNE 30TH 2025 AT THE DISCRETION OF THE UDP CHAIR.

The Utah Democratic Party (UDP) seeks a dynamic, committed individual to be our Interim Executive Director. The Executive Director is an important strategic and management position with a wide range of responsibilities, including serving as a trusted advisor to the Chair, Executive Committee, and top elected officials of the Utah Democratic Party. Responsibilities include leading, managing the day-to-day administration and operations of the Party, ensuring the financial success and stability of the organization, coordinating internal and external communications among the party staff, its stakeholders, and the broader public and developing and directing the political and campaign operations of the State Party.

Description:

- Work with the Party Chair to develop state party budgets and oversee their implementation.
- Manage administrative, budgetary, and human resources for the organization.
- Ensure finance reports and other reports are filed timely and accurately.
- Organize all meetings of the State Executive Committee, Central Committee, and other Party meetings required by party bylaws, constitution, and state law.
- Direct and oversee fundraising efforts, including working with the Party Chair, Executive Committee, and Finance Director to develop and implement fundraising plans.
- Supervise and provide direction to Party staff and interns, conduct performance reviews.
- Provide strategic planning and direction to the party, in conjunction with the Party Chair and core staff members.
- Oversee high level data and strategic management, including voter file administration, voter targeting, and strategic campaign analysis.
- Work with the Political Director to oversee and implement candidate recruitment, training, and campaigns.
- Work with the State Party Chair on all hiring and termination decisions.
- Develop and maintain relationships with Democratic Party Leaders, elected officials, donors, and key constituencies.
- Work with Communications Director and State Chair on Party messages, communications, earned media, and rapid response activities.
- Coordinate and maintain relationships and act as liaison with national party committees and funders (DNC, DGA, DSCC, DCCC, ASDC, etc.).
- Work with pertinent staff to develop training programs, materials, and activities.



- Other duties as necessary.

Requirements:

- 2 - 3 cycles of campaign and/or political experience and a Bachelor's degree.
- Strong staff management skills and experience
- Exceptional people skills and patience;
- Ability to work quickly and cooperatively under pressure
- Strong sense of political strategy and ability to quickly adapt to a changing political environment
- Goal-orientated and a willingness to hold self and others accountable
- Excellent verbal, written, and interpersonal communication skills, including attention to detail
- Experience with voter persuasion, registration, early-vote and get-out-the-vote drives
- Experience with grassroots organizing and issue advocacy campaigns
- A team orientation that combines collegiality and creativity to drive and motivate others
- Effective computer skills, including Microsoft Office, NGP/VAN, Quickbooks, Google Docs;
- An unwavering commitment to Democratic values.

This is a full-time position, available immediately, with benefits based in Salt Lake City, Utah. Salary is commensurate with experience to a salary range beginning at \$80,000 without exceeding \$90,000.

Please send a resume & cover letter explaining your interest in the position, salary requirements, and three professional references as a single PDF attachment to dlewis@utdem.org.

The Utah Democratic Party is an Equal Opportunity Employer, and all interested applicants are strongly encouraged to apply. The Utah 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.

Job posting will be open from 1/15/25 through 2/07/25.