



## **Executive Director Job Description**

**Position Overview:** The Mississippi Democratic Party is currently seeking applications for an Executive Director. The Executive Director will serve as the senior leader of the Mississippi Democratic Party, responsible for overseeing all programs, managing staff, ensuring financial health, and fulfilling the strategic objectives of the organization. The Executive Director will report to the State Party Chair and will serve as Chief of Staff for the Administrative Committee, playing a pivotal role in achieving the organization's mission.

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### **Key Responsibilities:**

#### **Leadership and Strategy**

- Serve as the chief strategist and tactical executive for the organization with a strong understanding of political processes, electoral strategies, and party dynamics, along with the ability to navigate complex political landscapes.
- Develop long-term strategies to achieve organizational goals and ensure consistent progress in consultation with the State Party Chair.
- Provide leadership in developing programs, organizational frameworks, and financial plans with the governing body.
- Maintain working relationships with all nationally affiliated Democratic organizations as well as local partners as allowed by law.

#### **Staff and Operations Management**

- Oversee day to day operations.
- Implements the strategic plan as approved by the State Executive Committee.
- Recruit, hire, and oversee all staff, ensuring high performance and effective management of teams, in consultation with the State Party Chair and Administrative Committee.

- Conduct regular performance evaluations and implement professional development initiatives.
- Foster a professional workplace with regular operating hours and compliance with local regulations.
- Implement and execute an effective internship program.

### **Financial Oversight**

- Develop and manage annual budgets in collaboration with the Budget and Finance Committee and governing body.
- Monitor income, expenses, and financial reports, ensuring compliance with legal and organizational standards.
- Oversee fundraising efforts and develop relationships with donors to create a robust apparatus for fundraising and cultivating large and small donors in order to fully staff the party's operation.

### **Communication and Advocacy**

- Represent the organization in public, fostering relationships with community groups, political allies, and stakeholders.
- Manage internal and external communications, including branding and public relations.
- Development of communications and messaging with the State Party Chair and MSDP to support the Party, Elected Officials, and County Parties.
- Regularly update the governing body on organizational performance and key developments.
- Serve as spokesperson as appropriate.

### **Program and Partnership Development**

- Build and grow partnerships with national and local entities to advance organizational objectives.
- Support the development of county-level initiatives and ensure alignment with overarching strategies.
- Direct the implementation of chairperson and leadership directives efficiently.

Additional responsibilities as assigned.

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### **Preferred Qualifications:**

- Bachelor's degree in a related field (e.g., political science, business, communications).
- Proven leadership experience, with a minimum of 2 years in a leadership role.
- Strong fundraising experience, including securing significant donations.
- Exceptional project management and multitasking abilities.
- Demonstrated ability to work with diverse groups and foster collaboration.

**Desired Skills:**

- Minimum of 3 years of community organizing or relative work.
  - Proficiency in organizational management, budget oversight, and strategic planning.
  - Strong written and verbal communication skills.
  - Innovative and adaptable mindset with a focus on results, transparency, and collaborative decision-making.
  - Commitment to honesty, integrity, and teamwork.
  - A genuine commitment to the principles of the Democratic Party, including social justice, equity, and inclusivity.
  - Strong Mississippi and/or National political connections.
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**Compensation:**

- Competitive salary commensurate with experience and financial capabilities.
- Benefits may include health insurance, paid leave, and other perks.

**How to Apply:** Interested candidates should submit their cover letter, resume, and a minimum of (2) letters of recommendation. The Application deadline is January 30, 2025. Email to [careers@mississippidemocrats.org](mailto:careers@mississippidemocrats.org) with the subject line “Executive Director.”