



73 Main Street, Suite 400, Montpelier VT 05602

Position: Executive Director

The Vermont Democratic Party (VDP) is seeking a dynamic, results-oriented and committed leader to fill the position of **Executive Director**. This is a full-time position based in Montpelier, Vermont.

The Executive Director is in charge of all day-to-day operations of the VDP, the management of all full and part-time Party staff, and serves as the senior advisor to the State Party Chair, Executive Committee, and State Committee.

The Executive Director is responsible for planning and implementing activities that build the party at the grassroots, developing and implementing the VDP's campaign plan for 2025-26, and furthering the political objectives of the state party. The Executive Director must be reliable, honest, discerning, and trustworthy. Additionally, the Executive Director must possess superior organizational and communications skills, including the ability to respond effectively to rapidly changing political circumstances and multiple priorities within a complex environment.

The Vermont Democratic Party is committed to using a diversity, equity, inclusion, and access (DEIA) lens to meet its mission.

Commitment through the 2026 election cycle is required.

Responsibilities:

The Executive Director reports to and works closely with the State Party Chair. Primary responsibilities and duties include, but are not limited to:

Day-To-Day Operations and Staff Management:

- Hire and supervise staff and perform scheduled performance reviews.
- Review and guide staff projects and fundamental responsibilities in accordance with the parties needs and goals.
- Oversee professional HR practices, including all administrative duties.
- Work with the staff union (USW) to conduct personnel policies and practices in compliance with the current union Collective Bargaining Agreement (CBA), help negotiate the next CBA and maintain a positive employee/union relationship.
- Manage day-to-day spending within budget guidelines.
- Respond in a timely manner to requests from State Committee members, County and Town Committees, and elected officials.
- Represent the VDP's interest in the Vermont State House, legislative committees and other applicable rule making bodies.
- Serve as spokesperson at Democratic events and County Committee meetings.

Fundraising and Financial Administration and Reporting:

- Work with finance staff, State Party Treasurer and State Party Chair, consultant(s) and/or vendors to monetize and maximize fundraising efforts.
- Ensure all campaign finance reports, tax returns, and other required reports are accurate and timely.
- Implement and maintain appropriate internal accounting systems and safeguards for strong financial management practices, including becoming proficient in using our campaign finance software in order to track campaign revenue, expenses, and file required state and federal reports.
- Work with the State Party Treasurer and State Party Chair, as well as the Budget and Finance subcommittee and Executive Committee, to develop and adhere to an operating budget.
- Build and execute a fundraising plan for the 2026 cycle that supports the operating budget.
- Engage in direct fundraising on behalf of the VDP.
- Plan and execute successful fundraising events around the state.

Data:

- Ensure the quality and accuracy of the VT voter file through collaboration and supervision of appropriate staff.
- Know the fundamentals of Votebuilder (VAN) and its application for Vermont campaigns from federal to local races.
- Work with staff to ensure an accurate up to date donor database and records.
- Using a variety of data sources, work with VDP House and Senate Caucus staff to develop strategies for electoral victories.
- Keeping up-to-date on developments in the field of electoral data and technological tools.

Communications:

- Supervise applicable staff and volunteers to issue press releases, speak out on important issues, respond to attacks, and present the VDP in a positive and professional light while and maintaining a consistent and professional messaging and media presence for the party.
- Support the State Party Chair as a communicator in helping to review or prepare statements, talking points, and direct communications.
- Oversee the development and production of party building and message delivery tools to effectively communicate both internally and externally.
- Work with staff and volunteers to ensure the VDP website is always current and well maintained.
- Support a consistent social media presence for VDP.

Managing Party Operations in Vermont and Nationally:

- Develop and maintain professional relationships with Democratic Party leaders, elected officials, key constituencies, and supporters.
- Ensure that training programs for the state party, including County and Town Committees, activists, and candidates are available and regularly offered.
- Oversee execution of the VDP's annual fellowship/internship program.
- Support the guidance and empowerment of constituent caucuses and issue councils along with sister organizations like the Vermont Young Democrats and Vermont College Democrats.

- Support the Party Chair and Party Vice Chair in organizing meetings of the State Committee and Executive Committee as needed.
- Identify and encourage grassroots involvement at all levels of the VDP and promote leadership that reflects the full diversity of Vermont.
- Support the implementation of legally required party functions such as delegate selection, platform development, and quadrennial state conventions.
- Work with party leaders to determine goals and priorities and monitor progress through an annual Action Plan
- Act as liaison with the staff of the Democratic National Committee (DNC), Association of State Democratic Chairs (ASDC), and other committees.
- Participating in ASDC and DNC meetings as required by the State Party Chair.

Elections:

- Lead all aspects of election activities, including campaign techniques, campaign planning, targeting, polling, and get out the vote (GOTV) and voter protection programs and vendor selection to assist in these endeavors.
- Help to identify, recruit, mentor, and train Democratic candidates for state and federal and local office and work with the legislative caucuses, party leaders, elected officials, constituency groups, and others to find and support strong candidates.
- Ensure cooperation and coordination between all Democratic campaigns in the state through a strong coordinated campaign.

Travel Requirements:

Statewide travel is expected.

Other Duties as Assigned

Experience and Qualifications:

- At least 3-5 years of professional nonprofit business or political experience, preferably in leadership, campaign finance, fundraising and political strategy
 - Bachelor's degree from an accredited college or university strongly preferred
- Proficient in Google Workspace apps as well as familiar with Microsoft Office, Zoom, NGP VAN and a variety of social media platforms used in party messaging.

Salary:

Commensurate with experience and includes health insurance, vacation time, sick leave, as well as opportunities for a 401K and HSA in the benefits package.

Application Instructions:

To apply, please send a cover letter, résumé and three references (at least one personal and at least two citing relevant experience) to Search Committee % Deborah Berryere at dberryere@vtdemocrats.org by February 14, 2025 with the subject line "Executive Director-[Your Name]". Only complete applications will be considered.