Idaho Democratic Party
Executive Director-Job Description

Description
In collaboration with the Idaho Democratic Party Executive Officers, The Executive Director (ED) will oversee all programs of the Idaho State Democratic Party. The ED will be responsible for carrying out the strategic plan involving well-managed Party programs and initiatives that will build the Party at the grassroots level to strengthen its infrastructure and effectively bring the State Party to a level of parity within the State of Idaho. This person must be committed to the Idaho Democratic Party’s values and platform. The Executive Director reports directly to the State Party Chair.

Requirements

Strategy
• Promote the strategic objectives of the Party as approved by the State Central Committee.

• Work with designated Executive Officers to implement strategic planning processes, goals and priorities.

• Endeavor to establish strong field programs statewide and support the opening of additional county/regional offices.

• Review and monitor milestones in the strategic plan and report to the Executive Committee and the State Central Committee.

Management
• Uphold a work environment where overall well being and each one’s humanity are honored and able to thrive.

• Recruit, supervise, develop and support staff. Complete quarterly performance assessments and agreements, encourage staff training and development and assure HR compliance. Work with union representatives and Executive officers to negotiate staff contracts.

• Review functions and restructure and delegate job responsibilities as needed.

Party Leadership and Logistics
• Oversees internal party affairs with fidelity.

• Represent party interests in coordinated campaign activities to ensure consistent messaging, solid internal controls and reporting compliance.

• Seek out other like minded organizations to collaborate with in recognizing and promoting the progressive interests of the state.
• Develop and maintain professional relationships with Democratic Party leaders, candidates, elected officials, key constituencies and donors.

• Act as liaison with designated organizations (DNC, DGA, DSCC, DCCC, Grassroots Democrats, ASDC, etc.).

• Manage year-round candidate recruitment processes within the context of the strategic plan.

• Provide oversight of the Field Program and assure that it is executed successfully. Make sure that resources are available for critical projects (See Fundraising).

• Ensure that an effective GOTV program is in place and is executed successfully during each campaign cycle.

• Maintain commitment to anti-oppressive and inclusive values both in their personal development and development of IDP staff and outreach into the community.

**Fundraising and Finance**

• Manage development of a fundraising plan with the Development Director, Treasurer and work with the fundraising committee and other stakeholders to implement plans.

• Take a strong personal role in fundraising efforts. Interact proactively and effectively with a large range of donors.

• Develop and execute an operating budget with the Treasurer that is consistent with the strategic plan.

• Provide final review and approval of all financial activities including fundraising, campaign finance reports and tax filings.

**Campaign Services**

• Manage development of a Political/Campaign strategy and the programs to achieve that strategy.

**Communication**

• Assure that a strong Messaging Strategy is in place.

• Provide input to the Communications Director and State Chair regarding communications, speak out on important issues, respond to attacks and present the Democratic Party in a positive, professional manner. Help provide quick, competent, professional and hard-hitting responses to poorly conceived Republican legislation, policies and statements when needed.

**Emphases**

• An Executive who has been successful in providing dynamic leadership to achieve their organization’s objectives.

• Pertinent executive or senior leadership in multiple positions, which may include political, non-profit, private industry or the public sector. Ideally experience would also include previous
success in local, state and/or federal campaigns. Experience working within a State Party preferred.

- Professional leader who is articulate, well-spoken and able to negotiate conflict and stress both internal and external, who conducts themselves in values-based ways.

- Proficiency in grassroots organizing and voter contact in the context of the rural urban divide.

- An excellent internal leader with the ability to identify, develop, motivate, manage and build functional teams that achieve and maintain superior levels of performance.

- Demonstrated ability to develop and execute strategic political strategies and manage tactical execution to achieve results.

- Demonstrated ability to establish and maintain a credible reputation and high profile presence across disparate geographies.

- Demonstrated written and oral communication skills

- Knowledge and experience with all aspects of elections including election law, campaign techniques, campaign planning, targeting, polling, get-out-the-vote programs and vendor selection.

- Experience in soliciting and securing donor dollars.

- Works collaboratively across varying cohorts and partner organizations.

- Experience in building authentic, working relationships alongside historically marginalized communities in an open, respectful, supportive, and in non-tokenizing manner.

- Understands financial and profit/loss statements and campaign finance reporting.

- Able to track the detail while retaining focus on the strategic direction.

- Able to work collaboratively and communicate clearly and effectively with strong active listening, negotiation and conflict resolutions skills.

- Resilience under pressure with strong coping skills.

**Benefits**

Salary: $80,000-$85,000 annually

Health, Dental & Vision Insurance

Phone Plan

Monthly Tech Stipend
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For more information or to apply, visit: www.idahodems.org