



Title: Executive Director

The Iowa Democratic Party is seeking an Executive Director to oversee all programs, build and manage the team, lead the party through special elections, general elections, and coordinated campaigns. Oversee the financial health in both the short and long term, and execute a variety of high level events. The Executive Director is responsible for well-managed Party programs that build the Party at the grassroots level, strengthen its infrastructure, and effectively execute the vision of the Chair. The Executive Director must be committed to the IDP's values and platform.

Status: Full-time employment. Salary and benefits are commensurate with experience and qualifications. The Executive Director reports to the State Chair.

Duties Include:

- Manage the development and oversight of political and campaign strategy
- Manage staff, expectations and work output daily
- Responsible for hiring staff, and evaluating staff functions and responsibilities as necessary
- Perform staff reviews and encourage staff development
- Maintain close working relationships with various partners at the state and national level
- Build and foster relationships with local and state elected officials
- Serve as spokesperson as appropriate
- Have a working knowledge of campaign finance, election, and compliance laws. Works closely with compliance staff and legal counsel to ensure all Party activities are compliant
- Have knowledge and understanding of IDP platform and governing documents
- Work alongside coordinated campaign during election years and with successful focused resource development, the ability to work with a year-round coordinated campaign organizer effort
- Build, track, and analyze budgets for the state party and various campaigns
- Support the creation, building, and growing of county parties throughout the state
- Coordinate with Party Secretary and staff to prepare written reports for all meetings of the State Central Committee

- Respond in a timely manner to requests from State Central Committee members, county and elected officials
- Partner with fundraising staff, Chair, Treasurer, Finance Committee, and donors to create a robust apparatus for fundraising and cultivating large and small donors
- Perform other such duties as the State Chair assigns

Preferred Qualifications:

- Experience in executive/senior level management in political campaigns, which may include non-profit, private industry, or the public sector. Ideally, experience would include a combination of the above-mentioned sectors including previous success in local, state, and federal campaigns
- Knowledge and understanding of the political landscape within Iowa
- An excellent internal leader, recognized by the ability to develop, motivate, manage, and build functional teams that achieve and maintain superior performance
- Familiarity with multi-million dollar budgets and relatively complex tracking and financial compliance laws and theory
- Exceptionally strong time management and the ability to manage multiple projects and competing priorities simultaneously under strict deadlines
- Detail-oriented with exceptional record-keeping and organizational skills
- Responsive and positive team leader who thrives off of versatility and constant new challenges
- Exceptional people skills and patience
- Excellent verbal, written, and analytic skills
- An unwavering commitment to accuracy and results
- Effective computer skills, including Microsoft Office, VAN, and Google Docs
- Bachelor's Degree
- An unwavering commitment to Democratic values

To Apply: Send a resume to jobs@iowademocrats.org with the subject line “Executive Director.” Please contact Blair Lawton at 605-212-5084 for any accommodations you need for the application and interview process.

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