



*Position Announcement:*

**Executive Director**

**Democratic Party of Illinois**

The Democratic Party of Illinois (DPI) is seeking a full time Executive Director.

The Executive Director is in charge of all day-to-day operations of the DPI, the management of all full and part-time party staff and consultants, and reports to the Chair of the Democratic State Central Committee (DSCC).

The position will be responsible for developing and implementing an organizational structure for DPI that includes identifying staff requirements and recruiting and hiring talented staff.

This person will work in close cooperation with the Democratic State Central Committee (DSCC) and will keep them regularly informed of relevant activities.

**Staff Supervision and Day-to-day**

- Hiring and supervising staff and performing periodic performance reviews.
- Reviewing and guiding staff projects and fundamental responsibilities, including overseeing and managing the state party mail program, in accordance with the party's needs and goals.
- Overseeing healthy and thorough HR practices including those related to sexual harassment.

**Fundraising, Finance Administration, and Reporting**

- Working with finance staff, consultant(s), and/or other vendors to monitor and maximize fundraising efforts.
- Ensuring all campaign finance reports, tax returns, and other required reports are filed and managed in an accurately and timely manner.
- Act as designee for the purpose of signing checks and issuing disbursements upon the accounts of the DSCC.
- Working with the State Chair, Treasurer and DSCC Executive Committee to develop and adhere to an operating budget that is properly supported by a fundraising plan.

## **Data**

- Ensuring the quality and accuracy of the Illinois Voter file through collaboration and supervision of appropriate staff.
- Knowing the fundamentals of Votebuilder and its application for Illinois campaigns from federal races to local races.

## **Communications**

- Supervising communications staff to issue press releases, speak out on important issues, respond to attacks, and highlight the accomplishments of our Democratic leaders.
- Support the Chair and Illinois Democrats as a communicator in helping to review or prepare statements, talking points, and direct communications.
- Overseeing the development and production of party-building and message delivery tools.
- Working with staff to ensure the DPI website and social media channels are current and well maintained.
- Supporting a consistent news media presence for DPI including competence as it pertains to on-air TV and radio interviews and social media experience and agility.

## **Managing Party Operations in Illinois and Nationally**

- Developing and maintaining professional relationships with Democratic Party leaders, Democratic campaigns, elected officials, key constituencies, and donors.
- Organizing all meetings of the DSCC and DSCC Executive Committee as required by state party bylaws.
- Acting as liaison with the staffs of the Democratic National Committee (DNC), Association of State Democratic Chairs (ASDC) and other organizations as required.
- Attending the ASDC and DNC meetings.

## **Elections**

- Demonstrating an understanding of all aspects of elections, including, campaign techniques, campaign planning, targeting, polling, and get-out-the-vote programs and vendor selection to assist in these endeavors.
- Working with local and national caucuses to identify, mentor, recruit, and train Democratic candidates for state and federal office.

### **Experience:**

- A qualified candidate should have a minimum of five (5) years of professional nonprofit, business or political senior management experience. Additionally, a candidate should have managed a team of at least five (5) people and raised over \$500,000 in a calendar year. Specific skills needed for the position are listed below.

### **Skills Required:**

In addition to the skills enumerated above within specific job responsibilities, the following skills are also required:

- A clear understanding of all aspects of winning elections including state-of-the-art campaign techniques, new technology, campaign planning, targeting, polling, election law, grassroots/issue-based mobilizing and get-out-the-vote programs.
- Ability to establish and maintain a credible reputation and high profile presence in the community and in the media on behalf of the Democratic Party of Illinois.
- Knowledge and understanding of political dynamics within Illinois.
- A strong and purpose-driven leader who seeks to build a team that is professional, motivated, works well individually and collaboratively and can work efficiently in the absence of the ED as needed. Creates a culture that is more supportive than competitive.

Salary commensurate with experience. Health insurance, vacation time, and sick leave included in benefits package.

### **Application Deadline**

April 2, 2021

Applicants should email a resume to [careers@ildems.com](mailto:careers@ildems.com)

***The Democratic Party of Illinois is committed to attracting and retaining a diverse workforce and is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, creed, sexual orientation, gender identity or expression, pregnancy, national or ethnic origin, disability, age, marital, veteran or economic status, or any other legally protected basis. The Democratic Party of Illinois is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law.***