



## Executive Director

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The Idaho Democratic Party is seeking an experienced and dedicated leader to serve as the Executive Director that will oversee all IDP programs, staff and strategy. The ED will be paramount in the planning and implementation of activities that will build the party, implement statewide and localized campaign plans and further the political objectives of the state party — winning elections. A successful ED will have sharp political instincts, be reliable and hardworking and devoted to the values of the Democratic Party.

### **Duties and Responsibilities:**

- Manage party programs that help elect Democratic candidates up and down the ballot
- Oversee grassroots party building from precinct captains up and by overseeing the implementation of an off-year field program
- Demonstrate an understanding of all aspects of elections, including, campaign techniques, campaign planning, targeting, polling, and get-out-the-vote programs and vendor selection
- Facilitate communication and buy-in of stakeholders and partners to develop goals and priorities
- Possess an understanding and implementation of fundamental human resource practices
- Maintain knowledge and understanding of IDP platform and guiding documents
- Hire, train and support staff
- Supervise the day-to-day management of permanent staff and Coordinated Campaign employees during the cycle
- Establish performance objectives and conduct employee reviews
- Manage multiple projects throughout the organization on an ongoing basis
- Review and guide staff projects in accordance with the party's needs and goals.
- Respond in a timely manner to requests from key stakeholders, party leaders, and elected officials
- Work with the State Chair to develop and adhere to an operating budget that is properly supported by a fundraising plan

- Develop and maintain professional relationships with Democratic Party leaders, elected officials, key constituencies, and donors
- Work with Party leaders to determine goals and priorities and monitor progress through a formalized planning process.
- Act as liaison with the staffs of the Democratic National Committee (DNC), Association of State Democratic Committees (ASDC), and other national committees
- Attend the ASDC and DNC meetings
- Report directly to State Party Chair and help administer the Chair's vision, goals, and plans for the IDP

**Required Skills and Qualifications:**

- Bachelor's Degree
- At least 6 years of political, legislative, or non-profit leadership experience with at least one election cycle of campaign leadership experience.
- Leadership experience in an organization with a large staff and \$500,000+ budgets
- Experience in rural/Mountain West politics preferred but not required
- Experience working with diverse populations demographically and geographically
- Stellar personal organization skills and attention to detail
- Strong public speaking, written and verbal communication, and group facilitation skills for presentations to groups, facilitating strategy sessions, and leading workshops
- Excellent management skills and able to keep staff motivated, mission driven, and energized
- Confidence using VoteBuilder, NGP, word processing, spreadsheet, and Google Suite applications
- Demonstrated commitment to electing Democrats up and down the ballot
- Budgeting experience

**Benefits**

- Salary: \$85,000-\$100,000 based on experience
- Benefits: Health, Dental & Vision Insurance
- Monthly Phone & Computer Stipend

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