



## **MINNESOTA DFL EXECUTIVE DIRECTOR**

**The Minnesota DFL Party is now accepting applications for Executive Director. To apply, please send a cover letter, resume, and list of three references, and a Voluntary Self-Identification form (Optional) by electronic mail to:**

**Ken Martin, Chairman ([kmartin@df.org](mailto:kmartin@df.org)) and please cc: Lindsay Crawford ([lcrawford@df.org](mailto:lcrawford@df.org)), Executive Assistant to the Chair.**

**The application deadline is Wednesday, March 17<sup>th</sup> 2021.**

### **Overview:**

The Minnesota DFL is looking for an experienced and dedicated leader to serve as the Executive Director to oversee the DFL in planning and implementing activities that build the party, implement campaign plans and further the political objectives of the state party. The person must have sharp political instincts, be very reliable and hard-working, and at the core a thoughtful, strategic manager.

### **Duties and Responsibilities:**

The Executive Director will be expected to:

- Manage party programs that help elect Democratic candidates up and down the ballot and build the party infrastructure.
- Demonstrate 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.
- Facilitate communication and buy-in of stakeholders to develop goals and priorities.
- Possess an understanding and implementation of fundamental human resource practices.
- Hire, train and support staff.
- Supervise the day-to-day management of at least 20 permanent staff of varying backgrounds and hundreds of DFL 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 Minnesota DFL.

**Required Skills and Qualifications:**

- Bachelor's degree or equivalent practical experience. A graduate degree is preferred, but not required.
- At least 8 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 multimillion dollar budgets.
- Experience with diverse constituencies, diverse ideologies, and the unique geographic diversity of Minnesota.
- Stellar personal organization skills and attention to detail. If your calendar is always up-to-date and your notes are color-coded, we want to talk to you! There is a lot to keep track of in this role and nothing can fall through the cracks.
- Strong public speaking, written and verbal communication, and group facilitation skills. Staff often present to groups, facilitate strategy sessions, and lead workshops.
- Excellent management skills and able to keep staff motivated, mission driven, and energized.
- Resourceful. A successful Executive Director would be able identify opportunities and resources to best support the organization, isn't afraid to ask for help, and enjoys building strong, lasting relationships.
- Confidence using VAN (Voter Activation Network), word processing, spreadsheet, and Google Suite applications.
- Demonstrated commitment to electing Democrats up and down the ballot.
- Must be able to drive.

**Compensation:** The Salary is commensurate with experience with the salary band between \$90,000 - \$120,000 annually. Employees of the DFL are paid on a bi-weekly basis and receive a competitive benefits package including health care, dental and a 401K plan.

**Diversity and Inclusion:**

The Minnesota DFL is an equal-opportunity employer. The DFL Party is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.

**Voluntary Self-Identification Information:**

Consistent with the DFL Party's commitment to including groups historically under-represented in the Party by virtue of race, ethnicity, age, sexual orientation, gender identity, or disability, we encourage members of underrepresented groups to seek employment opportunities with the Minnesota DFL.

To help in this effort, we ask applicants to complete this self-identification form. Completion of this information is voluntary and is not a requirement of employment. This information will not affect the decision regarding your application for employment and this information will be kept confidential.

Gender:

Select one or more groups that fit your identity:

	African American
	Asian/Pacific American
	Hispanic or Latino
	LGBTQ American
	Native American
	Gender Non-Conforming / Non-Binary
	Person with Disability
	Veteran
	White or Caucasian