



**Executive Director  
Ohio Democratic Party  
Columbus, Ohio**

### **About Ohio**

Over the next two years the Ohio Democratic Party (ODP) will build an organization to win highly consequential elections up and down the ballot. With new leadership comes a new vision for our Party, refocusing on the core fundamentals that move the needle. ODP is building back better as a focused, modern, and nimble force to elect Democrats statewide now and in the future.

Ohio is a top tier U.S. Senate pick up opportunity for national Democrats because of retiring Republican incumbents. The battle to save the Senate majority will be fought in Ohio. 2022 offers the chance to take control of the Ohio Supreme Court, make gains under new legislative maps, and win control of state government constitutional including Governor/Lt. Governor, Attorney General, Secretary of State, Treasurer, and Auditor. These opportunities give Democrats in Ohio early and strategic gains in rebuilding the Ohio Democratic Party.

### **About the Opportunity**

The Ohio Democratic Party (ODP) is seeking an Executive Director. In partnership with the Chair, the Executive Director is responsible for the strategy, activities, management, and growth of the ODP. This specifically includes, but is not limited to, election-based activities, fundraising, budgeting, staff recruitment and retention, communications, outreach, and building Party infrastructure. This position has a wide range of responsibilities, serving as a trusted advisor to and strategic asset for the Chair of the Party, its elected and party officials, its candidates, and leaders across the state.

### **Candidates must be highly qualified with:**

- A minimum of at least eight (8) years of political experience. This should include at least 4 years of executive leadership in state and/or national campaigns or committees
- At least two full cycles (4 years) in a leadership role in major statewide races or state-based organizations
- Strong abilities in organization planning for strategy and program
- Extensive team management skills with demonstrated ability to achieve high levels of performance and outcomes through management and influence
- A reputation for leading with integrity and making decisions with the input of the appropriate stakeholders
- Conflict and crisis management experience with proven, clear decision-making ability
- Demonstrated success in fundraising and knowledge of donor networks

### **Core competencies:**

- Clear, effective, high-quality writer
- Excellent in interpersonal skills and building relationships
- Good information/administrative organizational skills
- Digital by nature - a natural with smart phone, iPad, tablet, and laptop for work and personal reasons; monitoring email and social media in real time is intuitive



- Highly communicative - responsive to internal and external requests, emails, and calls, within reason
- Multitasker - Able to juggle multiple activities yet not lose focus on top priorities or let something slip through the cracks
- Organized in thinking and doing
- Committed to the values and practices of a diverse, equitable, and inclusive workplace with the ability to take feedback and learn
- Knowledge of Ohio politics

**Personal Characteristics:**

- Passionate and thoughtful about what and how they do work and whom they work with
- Resilient, resourceful, and adaptive to priority shifts and change (big and small)
- Kind but willing to apply soft elbows when needed
- Realistic but positive in outlook, not ego- or turf-driven, able to focus on opportunities when faced with challenges
- Collaborative by nature
- Exceptional listener
- Fully invested in the success of Ohio Democrats

Interested candidates should submit their resume, a detailed cover letter, and one writing sample to HR Director Sarah Ross at [SRoss@ohiodems.org](mailto:SRoss@ohiodems.org). Applicants are encouraged to submit their materials by March 31, 2021. This job posting will remain open until the position is filled.

ODP recognizes that our success requires we be a place where a diverse mix of talented people want to come and do their best work. We are focused on building a staff that is diverse of race, gender, sexual orientation, religion, ethnicity, national origin and all the other fascinating characteristics that make us different. Candidates of color, women, LGBTQI, and more are encouraged to apply.