



Deputy Director

The Democratic Party of Oregon (DPO) seeks a dynamic, committed individual to join our staff as Deputy Director. We are looking for a person with concrete management experience in a political environment, including demonstrated experience with staff supervision, event organization, budget management and policy development. Leading candidates will complement existing talent in our organization. This person is supervised and managed by the Executive Director.

Responsibilities:

- Work at the direction of the Executive Director in carrying out the political, organizational and financial goals of the Democratic Party of Oregon.
- Manage the Political Organizing and Party Affairs Department
 - Supervise organizing and Party Affairs staff
 - Establish and ensure outreach and organizational goals are met
 - Promote and support Constituency outreach efforts, the Neighborhood Leader Program, Local Elections Project and other organizing efforts as assigned
 - Work in a leadership role with the DPO Coordinated Campaign.
 - Help promote the Party Platform & Legislative Action Items
 - Build relationships with elected officials and community partners
 - Manage workflow for political and organizing events
 - Build Capacity and Collaboration between party affairs and political organizing work.
- Work in support of other DPO programs, with responsibility for leadership where needed in the absence of the Executive Director.
 - Programs include:
 - Planning and Execution of DPO events:
 - 4 Quarterly State Central Committee Meetings
 - Biennial Platform Convention
 - The Biennial Oregon Summit
 - National Convention and Nominating Conventions in Presidential Election Years
 - The Annual Wayne Morse Gala
 - Conducting Trainings for county parties, caucuses, local candidates, and other organizations as needed
 - Work with the Development Department to coordinate events such as political outreach calls and community engagement events, debate watch parties, etc
 - Support Development Department in fundraising programs and events, including maintaining donor relationships, and recruiting new donors
 - Communications efforts.

- Miscellaneous Duties as assigned by the Executive Director including
 - Staff management
 - Association of State Democratic Executive Directors (ASDED) Support
 - Standing Committee and Admin Committee Support

Qualifications:

- Passion for electing Democrats and working with members of the broad coalition that make up our Party.
- Previous experience working with the DPO, another state party, or political organization of equivalent size
- 5+ years of political organizing, campaign or advocacy experience
- Strong staff management experience
- Comfortable working with high-level Democratic officials, candidates, staff, and donors.
- Experience coordinating with stakeholders including unions, democratic allies, elected officials and staff, and major donors
- Experience planning and executing major events with 300 or more participants
- Experience planning, coordinating, and executing organizing events such as canvas events.
- Ability to support fundraising effort and do fundraising asks
- Experience with NGP VAN or equivalent political software
- Understanding of federal and state compliance requirements that underpin DPO campaign activity.

To Apply:

Interested candidates should email a resume, cover letter and three professional references **as a single PDF file** to bradmartin@dpo.org. Applications will be accepted on a rolling basis until the position is filled but should be submitted by Friday, April 16, 2021 for first round consideration.

This is a full-time exempt position, available immediately. Benefits include but are not limited to healthcare coverage. Salary is commensurate with experience and begins at \$56,650, This position is represented by IUPAT District Council 5.

The Democratic Party of Oregon is an Equal Opportunity Employer and all interested applicants are strongly encouraged to apply. We know there are great candidates who won't fit everything we've described above, or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to constantly improving our organization, in part by making sure our staff reflects the communities most impacted by our work. We are committed to building an inclusive environment for people of all backgrounds and ages. Women, people of color, LGBTQ+ individuals, and individuals with disabilities are strongly encouraged to apply.

Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender identity, color, marital status, or medical condition.