



DEMOCRATIC PARTY OF WISCONSIN

To apply, please use [this link](#).

Job Description: Training Director

Reports to: Chief Operations Officer

Salary: \$70,000 - \$75,000, generous benefits package

Start date: As Soon As Possible

Application Deadline: 5/28/2021

(Applications are considered on a rolling basis. Deadlines may be shortened or extended as necessary. There is no guarantee this posting will remain open until the deadline or be closed on the deadline. This is a suggested timeframe based on organization needs.)

About The Democratic Party of Wisconsin: The DPW is nationally recognized as one of the country's highest-performing and most pivotal political organizations. In the 2021-22 election cycle, DPW will drive a massive program to re-elect Governor Tony Evers, defeat Ron Johnson in order to ensure a Democratic US Senate majority, elect candidates up and down the ballot in spring and fall elections alike, and advocate on policy issues. DPW's work is grounded in inclusion, respect, and empowerment across race, gender, other dimensions of identity, and the rural/suburban/urban divide. Our work continues year-round, collaborating with partners to build a movement that delivers meaningful change for all Wisconsinites. We seek outstanding applicants who share our values and vision to join the team, help win elections, and build a future where everyone can thrive.

The Opportunity: As the Training Director, you will spearhead the DPW's efforts on providing top-notch training for their employees and volunteers. In this role, you will develop a comprehensive training plan for the 2021-2022 cycle that will propel the continued goal of making the DPW one of the most efficient, equitable, and effective state parties in the country. The Training Director is expected not only to provide training for all staff, but is also expected to create comprehensive training materials to be used by external and internal parties.

Job Responsibilities:

- Determine objectives and scope of training courses, criteria for evaluation and whom the training should be targeting.
- Ensure employees are provided with the resources to effectively execute their job responsibilities including training that will help them be anti-racist and addresses Diversity, Equity, and Inclusion.
- Work closely with the COO to manage the spending on training from outside parties while ensuring these decisions align with the goals of the DPW.
- Establish metrics to evaluate the effectiveness of training programs.
- Create training packets, presentations, and/or coordinate sessions for staff, volunteers, county parties, and other subunit partners.
- Design and implement basic diversity, equity, and implicit bias internal training programs.
- Develop assessment procedures to test the efficacy for both internal training and those we contract outside vendors to perform.

Qualifications (Required)

- Growth Mindset - ability to take and implement feedback.
- Relentlessly Goal Oriented - enjoys working toward and achieving ambitious goals. Keeps calm in stressful situations. Has the capacity and willingness to work long hours during peak season, rolling up their sleeves and getting the work done.



DEMOCRATIC PARTY OF WISCONSIN

-
- Cultural Competency - able to build relationships and collaborate with colleagues, voters, and volunteers across lines of identity difference. Proven track record of weaving in racial justice into all elements of training, spotting and mitigating implicit bias and making sure training is race explicit.
 - Effective Management Skills - ability to manage relationships within your team, bring out the best in your employees, and treat employees equitably across lines of difference.
 - Effective Training Experience - Experience conducting training, workshops, presentations, and/or seminars. Created materials to simplify complex tasks. Has created training curriculums for students, employees, and/or external partners.
 - Organizational Skills and Data Experience - Created or worked with a data training tracking system or similar software that coordinates reporting and upcoming curriculum needs.
 - Persuasive Skills - Demonstrated ability to influence without authority (being able to get buy-in).

Qualifications (Preferred): [\(Click here for samples\)](#)

- Large Group Training - Has lead effective training programs with small and large groups (from 5 thru 100+)
- Racial Equity Training - Has taught anti-racism training/seminars on how folks can bring an inclusive and equitable lens into the workplace.

Benefits: Great benefits including; health care, dental, vision, life insurance, short term and long-term disability, free BetterHelp virtual therapy, free Calm premium subscription, monthly cell phone stipend, 2 weeks paid vacation, 3 floating holidays, 9 paid holidays, plus more!

Equity and Inclusion: The Democratic Party of Wisconsin has a vision for a deeply inclusive and diverse party organization, membership, and electorate. In order to be successful at the Democratic Party of Wisconsin candidates must have the cultural competence to successfully work with a diverse array of constituency groups. We especially strongly encourage applicants with close ties to Black, Indigenous, AAPI, Latinx, Muslim, non-English-speaking, disability, and LGBTQ communities. The Democratic Party of Wisconsin is an Equal Opportunity Employer.