



The West Virginia Democratic Party (WVDP) is building a team of strong, experienced staff to help reform the party, raise resources, train the grassroots, lead on issues important to voters and elect candidates across our state.

POSITION TITLE: WVDP Senior Political & Outreach Advisor

REPORTS TO: WVDP Chair

LOCATION: Charleston, WV

SCOPE OF POSITION: The Senior Political and Outreach Advisor will work with the Executive Director, State Chair, party officers, and elected officials to oversee all grassroots outreach and establish deeper connections within West Virginia. The Senior Political and Outreach Advisor is responsible for developing and implementing a comprehensive outreach and engagement strategy to reach, engage, and mobilize key stakeholders, allied constituency and issue groups, and coalitions working with county parties to help win elections for Democrats and build Democratic power across the state of West Virginia. This will include targeted initiatives for key constituencies – such as Individuals with Disabilities, African Americans, Youth, Women, LGBTQ, Latinx, AAPI, and other emerging constituency groups.

The Senior Political and Outreach Advisor will work closely with Party members, as well as the state party's caucuses and councils, to ensure the integration of these efforts. Externally, the Advisor will work with national partners and allies, campaigns, elected officials, key stakeholders, and membership organizations. The Senior Political and Outreach Advisor will **provide counsel and advice, identify and cultivate best practices, leverage resources, bring programs to scale, and encourage the full integration of the constituency engagement efforts. This is a senior-level position for a highly experienced manager of personnel and program.**

RESPONSIBILITIES: The position is responsible for the following:

- Serve as the main point of contact of WVDP for county party leaders, grassroots activists, constituency, and allied issues groups. The Senior Political and Outreach Advisor is the “go-to” person for county party leaders and grassroots activists to get questions answered and problems solved;
- Organize the county-based and grassroots project of Build Back Blue which is a voter contact program meant to assist the party in winning elections by engaging in voter-identification, voter-registration, and get-out-the-vote drives;
 - Find all national and state resources for training we can then pass on to the counties in their efforts to win elections;
 - Identify and maximize opportunities to partner with allied groups on issues in the Democratic Platform;
 - Facilitate good communication between party leaders and grassroots activists;



- Work to increase the effectiveness and visibility of the DNC's constituency engagement strategies and programs;
- Create a strong volunteer database and system so when a candidate decides to run for office a list of trained and enthusiastic individuals who can help knock doors, call voters and help with vote by mail programs is sent to the candidate.

REQUIREMENTS: To apply for this job, you must have:

- Bachelor's degree or equivalent work experience;
- A minimum of 5 years of political experience, preferably in issue advocacy, organizing, and/or campaigns on the national or state level;
- West Virginia specific experience is preferred;
- Demonstrated experience in leadership development, electoral campaign management, staff management, racial justice, and/or social equity work;
- Knowledge and understanding of political dynamics within West Virginia including caucus and county party structure;

- Ability to represent the WVDP with maturity and judgment;
- Proven ability to write for multiple audiences and translate complex information clearly;
- Exceptional organizational, interpersonal, and presentation skills;
- Outstanding written and verbal communication skills and strong attention to detail;
- Proficiency in the G Suite, Microsoft Office Suite (Excel, Word, and PowerPoint), Zoom, and other database systems such as VAN and NGP.
- Ability to thrive in a fast-paced environment where priorities change rapidly; and
- Fearlessness in building relationships and unconventional alliances.

Successful Candidates will be able to:

- Demonstrate leadership experience and cultivate a team amongst the constituency staff;
- Have high energy, enthusiasm, positive attitude, and sense of humor;
- Have a collaborative & empowering leadership and management style;
- Be creative, innovative, and forward-thinking;
- Display a high level of interpersonal skills and judgment, exhibiting poise, tact, and diplomacy; and
- Have a demonstrated ability to navigate conflict and work toward resolution required.

SALARY, SUBMISSION AND DEADLINE: Submit resume and cover letter that includes salary requirement to the WVDP Executive Director Curt Zickafoose (curt@wvdemocrats.com) by June 30th.



The West Virginia Democratic Party (WVDP), is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The WVDP is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or disability, or any other legally protected basis. The WVDP is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. The WVDP will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.