



Washington State Democratic Party

Job Description

Executive Director

The Washington State Democratic Party is seeking a permanent, full-time Executive Director to lead our team. The Executive Director is responsible for guiding people management and internal operations, as well as having a crucial role in determining strategy for the Party.

A successful candidate will be a political pro with a theory of change that helps them turn the Chair's vision for the Party into action on the ground. We are looking for a self-starter who can help the Party be successful in the years to come; and who has the ability to think outside the box while also being strategic about how to flip Republican and retain Democratic seats. Our next Executive Director will ideally be a strong people manager with a positive management style who places an emphasis on coaching staff to get the best results.

The Executive Director will report to the Chair, and eventually will manage the Coordinated Campaign director. This is a hybrid position (two days in office, three days work from wherever) and is located in Seattle, WA. Some evening and weekend work will be required with flextime leave policies available. The Executive Director will likely be asked to act as a surrogate for the Party at events during the campaign season.

Core Competencies

- The Executive Director is responsible for well-managed Party programs that build the Party at the grassroots level, strengthen its infrastructure, and effectively execute the vision of the Chair
- Unwavering commitment to winning Democratic majorities at all levels in Washington state and a demonstrated commitment to the Democratic Party
- Excellent political awareness, and deep understanding of state politics
- Ability to work inclusively and collaboratively with a diverse staff, activists, allies, and stakeholders

- Effectively articulate and promote the State Party's programs and services

Experience

- At least three-to-five cycles of political campaign experience
- Executive experience working on a coordinated campaign, statewide or congressional political campaign, or a state political party preferred
- Familiarity with multi-million dollar budgets, and relatively complex tracking and financial compliance laws
- Strong understanding of NGP/VAN, other campaign tools, and strong computer skills
- Demonstrated experience managing large diverse teams, and a track record of achieving excellent outcomes through positive management with a coaching mindset
- Ability to work collaboratively with multiple stakeholder groups and allies
- Experience soliciting and securing financial gifts, and understanding of fundraising preferred
- Strong time management skills and the ability to prioritize projects effectively under strict deadlines
- Excellent people management and communication skills
- Strong ability to turn ideas into action, be detail-oriented, prioritize, and manage up

Responsibilities

- Guiding all aspects of the Party's operations, including but not limited to: election activities, voter protection, fundraising, compliance, budgeting, staff recruitment and retention, outreach, and building party infrastructure
- Managing all departments in the Party, as well as managing vendors and consultants
- Recruiting, hiring, and coaching staff as needed; create a cohesive staffing plan
- Managing development and oversight of political and campaign strategy in partnership with the Chair and Party leadership
- Maintaining close working relationships with partner organizations, including but not limited to: Democratic elected officials and staff, allies and stakeholders, and national party committees
- Serving as a spokesperson for the Washington State Democratic Party in conjunction with the Party Chair and Communications Director
- Keeping an updated and working knowledge of campaign finance, election, and compliance laws, and working closely with legal partners and any outside consultants to ensure all Party activities are compliant
- Tracking the budget for the Party and Coordinated Campaign
- Other duties as required

Salary and Benefits

Salary is \$110,000 to \$130,000/year, depending on experience, with comprehensive health care, vision, and dental coverage; mileage and phone stipend; paid time off, sick leave, bereavement, and paid observed holidays.

To apply

Please send your resume to maria@wa-democrats.org with the subject line “Executive Director Application” by 5:00 pm PT on Monday, May 15, 2023.

Consideration will be given to all qualified applicants who submit their resume by the time recruitment closes.

The Washington State Democratic Party strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We believe our diversity is our strength and encourage individuals with diverse backgrounds—including race, ethnicity, religion, gender, marital status, parenting status, sexual orientation, age, national origin, disability or veteran status—to apply.