



Washington State Democratic Party

Job Description

Projects Manager

The Washington State Democratic Party is seeking a full-time Projects Manager to join our core team. The Projects Manager is responsible for providing critical, cross-departmental support to help our Party meet its goals.

A successful candidate will be someone with great political know-how who is used to wearing a variety of hats. We are looking for someone who is excited to be a utility player on our team, and has a learning and growth mindset.

The Projects Manager will report to the Chair. This job is a permanent, full-time position and is a part of the collective bargaining agreement. Evening and weekend work will be required, particularly as we get closer to the 2024 General Election.

Core Competencies

- The Projects Manager is responsible for working cross-departmentally to support external facing projects
- Unwavering commitment to winning Democratic majorities at all levels in Washington state, and a demonstrated commitment to the Democratic Party
- Excellent political awareness, and logistical execution
- Demonstrated ability to work inclusively and collaboratively with a diverse staff, activists, allies, and stakeholders

Experience

- At least two-to-four cycles of political campaign experience
- State Party, legislative, campaign, or committee experience a plus
- Ability to work collaboratively with colleagues and external stakeholders
- Strong time management skills and the ability to prioritize projects effectively under strict deadlines
- Strong ability to turn ideas into action, be detail-oriented, prioritize, and manage staff

Responsibilities

- Guiding external events from start to finish

- Supporting development work and events
- Supporting communications work as needed
- Managing vendors
- Other duties as required

Salary and Benefits

Salary is \$70,000/year, with comprehensive health care, vision, and dental coverage; mileage and phone stipend; paid time off, sick leave, bereavement, and paid observed holidays. This position is a part of the State Party's collective bargaining agreement.

To apply

Please send your resume to maria@wa-democrats.org with the subject line "Projects Manager Application". This position will be open until filled.

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.