



**Employer:** Montana Democratic Party

**Position:** Executive Director

**Salary:** Competitive, commensurate with experience, contract minimum through December 2020

**Supervision:** Montana Democratic Party Executive Board, Chair, and Committees as appropriate

**Location:** Helena, Montana

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## **MONTANA DEMOCRATIC PARTY MISSION STATEMENT**

The Montana Democratic Party recruits, trains and elects Democrats to local, statewide and federal office to ensure a government of the people, by the people, and for the people of Montana.

## **JOB ANNOUNCEMENT**

The Montana Democratic Party seeks a dynamic, committed individual to lead our staff. We are looking for a person with comprehensive management, fundraising, and political skills that will complement the existing talent in our party organization.

This is a year-round, full-time salaried position full healthcare benefits, travel reimbursement and flexible schedule. Employee will be based in Helena, MT with extensive statewide and out-of-state travel. The Montana Democratic Party Executive Director will report directly to the Montana Democratic Party Executive Board.

*The Montana Democratic Party is an equal opportunity employer and is dedicated to the achievement of equality of opportunity for all its employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin or disability.*

## **APPLICATION PROCESS**

A cover letter, resume, writing sample, and three references must be sent via email to [resume@montanademocrats.org](mailto:resume@montanademocrats.org) Applications are due no later than November 12. However, the personnel committee encourages interested parties to submit their application early. Anticipated start date is January 2019.

## **JOB DUTIES AND RESPONSIBILITIES**

### **Staffing and Party Support:**

- Supervise a permanent staff and a campaign staff that grows exponentially during election season. Provide guidance and mentoring and set staff priorities to reflect changing needs. May include the management of staffers in remote offices. Interview and hire additional staff when conditions warrant; restructure jobs, as necessary.
- Work closely with the MDP Party Chair and with the officers to set goals and priorities for the MDP.
- Work with staff to organize all meetings of the state Executive Board, as required by state party bylaws.
- Ensure efficient day-to-day party operations, including employee personnel policies, office equipment, etc.
- Provide guidance and support county central committees.
- Serve as a non-voting, ex-officio member of the State Central Committee and Executive Board.

### **Financial:**

- Oversee compliance staff to make sure all campaign finance reports, tax returns, and other required reports are filed accurately, on time and in compliance with federal and state law.
- Plan fundraising efforts and work with party leadership to implement plans. Lead and supervise fundraising efforts, including large and small-donor events, and online fundraising.
- Regularly contact veteran donors for special events and for on-going contributions.
- Work closely with the State Chair, Finance Committee Chair, coordinated campaign partners and party Treasurer to develop and adhere to an operating budget and a coordinated campaign budget.

## Campaign and Outreach:

- Lead and supervise all political programs. Set strategic plans and goals, represent party interests and oversee coordinated campaign activities to ensure legal, political and ethical compliance.
- Develop and maintain relationships with the Democratic National Committee, Democratic Party leaders, elected officials, key constituencies, and donors. Act as liaison with the staffs of the DNC, the DGA, DSCC, DCCC and the ASDC. Attend regular coalition meetings with partner organizations.
- Supervise the Communications Director and communication activities. Work closely with the State Chair to issue press releases, respond to media inquiries; represent the MDP in a positive, professional manner.

## DESIRED QUALIFICATIONS

- **Demonstrated Personnel Management Skills:** Understanding of team-building, prioritizing, coaching, and professional development for those you supervise (between 6 and 12 direct reports); ability to manage remote staff; ability to build a strong team that works together across program areas. Demonstrate exceptional listening skills with the ability to maintain a steady and positive attitude and patience under high pressure circumstances.
- **Fundraising Prowess:** Experience in both low and high-dollar fundraising; creation of a realistic and ambitious fundraising plan to raise up to a million dollars per year; experience with online fundraising; creative outreach to new funding sources; understand both state and federal election law.
- **Stellar Communication Skills, both written and oral:** Ability to craft a press release, write a fundraising letter, or create web copy; be an effective speaker, whether talking to large or small groups, the press, the media, activists, or donors.
- **Superior Project Management Skills:** Know how to plan a project or a program, track progress, and adjust resources, as needed; understand long and short-term strategy; be able to help create a long-term plan for the party, monitor progress, and stick to goals.

- **Technology Proficiency:** Ability to use common office technology; understanding of online fundraising techniques; willingness to learn how to use our specialized applications, such as the Votebuilder (aka VAN) and NGP services - for voter, volunteer, and donor management; ability to use multiple email contact systems and tools, such as webinars, online emails systems and Survey Monkey; be able to strategize where and when to apply technology effectively.
- **Political Savvy:** Understand all aspects of elections, including election law, campaign techniques, campaign planning, targeting, polling, and GOTV programs. Ability to make decisions grounded in informed political judgement and experience.
- **People-focused:** Ability to inspire and support volunteers; show respect for all, from impassioned single-issue activists to cynical long-time political workers; be especially aware of gender issues and equity issues in the current political climate.
- An Executive Director who is energetic, creative, patient, and flexible and a well-developed sense of humor is an asset.
- Relevant college degree preferred.