



www.ridemocrats.org

JOB DESCRIPTION

Executive Director

POSITION TITLE: Rhode Island Democratic Party Executive Director
REPORTS TO: Chair of the Rhode Island Democratic Party
LOCATION: Warwick, Rhode Island

SCOPE OF POSITION & RESPONSIBILITIES:

The Executive Director, working with the State Party Chair and the Democratic Party leadership, oversees all programmatic and fundraising activities of the state party. S/He is responsible for the daily successful operation, with a mission to support Democratic candidates, expand the Democratic Party base and ultimately, win elections in a complex and competitive political environment.

Primary Responsibilities:

- Serves as the chief strategic and tactical executive of the state Party, and establishes/adopts plan(s) of action to build the Party and support its mission
- Works with Party Treasurer and finance team to manage, track income and expenditures, pay bills and maintain all records and accounts, ensuring financial stability and accuracy
- Works with the state Chair and leadership to develop and adhere to an operating budget
- Develops, implements and monitors a fundraising plan with the Chair and others to support the growth and success of the state Party
- Manages all staff and interns
- Works with VoteBuilder Director to keep VoteBuilder updated and is knowledgeable about other Democratic National Committee technological resources to support candidates up-and-down the ballot.
- Works with local and national field staff to build and maintain a volunteer-based field organization for local and state candidates.
- Works with Chair to foster relationships at all levels of government and with leaders across the state and nation, and within the Democratic National Committee
- Supports and promotes the Party's caucuses and infrastructure
- Files/ensures all necessary state and federal reports are provided in an accurate and timely fashion; attends Board of Elections meetings as necessary, and coordinates with all city/town, district and state committees as needed
- Works with Communications Director in building/ executing a robust communications effort, including social a/nd traditional media, website design/access, news releases,

200 Metro Center Boulevard, Suite 2, Warwick, Rhode Island 02886

401.272.3367 (office) 401.921.2231 (fax)

www.ridemocrats.org

public events to grow the base and educate the community about programs and opportunities for advancement within the Party

EXPERIENCE:

Ideal candidate would have at least 5 years of professional political experience, or experience in nonprofit, business, or trade association work; supervised a staff; operated or ran a field operation with field staff; raised in excess of \$100,000 in a calendar year; an understanding and participation in Democratic Party politics; clear understanding of structuring and winning elections; proven experience in proposal writing and securing donations; relationships with national and state partners; media and communications experience; a degree in public administration, social sciences, finance, and/or a combination of education and experience to successfully manage and grow Rhode Island's Democratic Party.

COMPENSATION:

A competitive compensation package will be offered, commensurate with experience.

Please submit your resume and cover letter by March 10, 2017, along with your salary requirements, to the R.I. Democratic Party Chair, Joseph M. McNamara, by mail to 200 Metro Center Blvd., Ste. 1, Warwick, R.I. 02886, or by email to jmcnamara@ridemocrats.org.

###