



## **OVERVIEW**

The Executive Director will oversee the day-to-day operations of Senate Democratic Leadership Fund, the campaign arm for the Oregon Senate Democrats during the 2022 cycle. The work will include but not limited to strategic campaign planning, hiring, and managing staff, communications, executing program, and fundraising. The Executive Director will work directly with senior leadership, the Caucus Administrator, and the Majority Leader.

The candidate needs sound judgment, political savvy, fundraising ability, and a work ethic of the highest degree. Prefer understanding of Oregon politics, elected officials, and major local political issues.

## **QUALIFICATIONS**

- At least three election cycles of campaign experience (recommended)
- Qualified applicants need to demonstrate skills in managing multiple staff and consultant teams, motivating people, and developing and implementing strategic plans.
- Experience leading a board of directors, or committee, or other decision-making entity.
- Strategic planning needs to include mission, campaign benchmarks, and clear objectives in the areas of field work, fundraising, and working with support team.
- Superior project management skills are a must to make sure that campaign strategies and tactics adapt and change with the dynamics throughout the election cycle.

## **RESPONSIBILITIES**

### ***Primary responsibilities include:***

- Staff Management
- Recruit, Train, and Develop Candidates
- Create Communications and Paid Media Program
- Develop Strong Working Relationships with Partners and Allies
- Lead Fundraising Program
- Financial Stewardship

### ***Staff Management***

- Hire and manage core staff to ensure that the day-to-day operations are tracked for the achievement of producing results.
- Ensure there is an ongoing training program for staff that meets the needs of the program.
- Must be able to evaluate employee effectiveness and restructure jobs, as necessary.

### ***Recruit, Train, and Develop Candidates***



- Recruiting highly qualified candidates who fit the district they are running in and are motivated and understand what it takes to win.
- Build ongoing training program that ensures candidates are prepared for the campaign cycle.
- Ensure that candidates have assistance they need to run a strong campaign.

#### ***Develop Communications and Outreach Program***

- Hire media consultants and ensure that caucus members and candidates are efficiently building media, mail, digital programs.
- Run a pro-active communications program that leads critical communications with local activists, donors, stakeholders, partners, consultants, allied organizations, and key constituencies.
- Create strong working relationships with partners and ally organizations across the state.

#### ***Fundraising Program and Financial Stewardship***

- Build and execute a strong fundraising plan with an emphasis on relationships.
- Manage cash flow prioritizing Caucus goals.
- The Executive Director is the budget manager of SDLF and will work with a compliance contractor to make sure all campaign finance reports, tax returns, and other required reports are filed accurately and on time.

**Start Date:** Preference will be given to candidates who can begin by 9/1/2021

**Salary:** \$6,500-\$8,000 per month

**Benefits:** Health and dental insurance, reimbursements for mileage

**To apply, please e-mail a cover letter, a resume, a list of four references and a writing sample to [meghan@oregonsenatedemocrats.com](mailto:meghan@oregonsenatedemocrats.com). Please put "SDLF ED" in the subject line.**

*The Senate Democratic Leadership Fund is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. SDLF is committed to including groups historically underrepresented due to race/ethnicity, religion, age, gender identity, sexual orientation, veteran status and/or ability. We strongly encourage members of underrepresented and marginalized communities to apply.*