



Job Posting: Texas House Democratic Campaign Committee Executive Director

Job Description:

The Texas House Democratic Campaign Committee (HDCC) seeks an Executive Director to lead the day-to-day operations of the organization. The Executive Director will design and implement the strategic plan for the 2022 election cycle and will work collaboratively with leadership, Democratic House incumbents, candidates, campaigns, stakeholders, and donors to maintain and pick up seats in the Texas House of Representatives.

Executive Director responsibilities include, but are not limited to:

- Serving as the chief strategic and tactical executive of the HDCC
- Managing political relationships across the state
- Creating a fundraising and long-term organizational plan
- Hiring and managing all staff, conducting yearly performance reviews, planning staff development/training, as well as reviewing staff functions and restructuring job responsibilities, if necessary
- Creating an annual budget, with input and approval from HDCC leadership
- Creating incumbent protection plans for all vulnerable incumbents
- Representing the organization at partner organization and table meetings to report on Texas House races
- Growing the organization with a focus on winning targeted races across the state

Qualifications Summary:

The candidate will have significant campaign experience. Qualified applicants must have demonstrated skills in managing staff at various levels of responsibility, managing multiple consultant teams, motivating people, and developing and implementing strategic plans.

Strategic planning experience should include developing campaign benchmarks and clear objectives in the areas of field, fundraising, and working with support teams. Project management skills are a must to ensure campaign strategies and tactics adapt to changing dynamics throughout the election cycle.

The candidate needs good judgment skills, political savvy, demonstrated fundraising experience, and a strong work ethic. Experience working in Texas politics, with elected

officials, and on major local political issues is preferred, as is fundraising experience with national and/or congressional campaigns.

Required Qualifications:

- At least five years of experience in executive/senior level management in political campaigns. This could also include public sector, not-for-profit, private industry and/or trade associations.
- Significant successful campaign experience, including campaign manager of at least one contested candidate race.
- A clear understanding of all aspects of winning elections including state-of-the-art campaign techniques, digital outreach, campaign planning, targeting, polling, election law, grassroots/issue-based mobilizing, and get-out-the-vote programs.
- Proven ability to recruit, train, and develop staff.
- Ability to direct and manage staff.
- Strong data and analytics skills, including extensive experience with VAN and NGP databases.
- Ability to communicate effectively, work well under pressure, be detail oriented, and meet deadlines.
- Experience in writing prospectus, soliciting and securing both small and large donations.
- Basic media experience, writing press releases/media advisories, and speaking with reporters.

Preferred Start Date:

August 1, 2021

Compensation:

Compensation is commensurate with experience and is competitive. The Texas House Democratic Campaign Committee is an equal opportunity employer, with a commitment to hiring a diverse staff that reflects our Party.

Location:

This position is based in Austin, Texas. Some travel will be required.

Applying for the Position:

To apply, please email a resume and cover letter to the admin@texashdccc.com by no later than July 23, 2021.