Democrats for the Illinois House
Job Description
Executive Director

Democrats for the Illinois House Executive Director oversees all day-to-day operations of Democrats for the Illinois House, including oversight and management of full and part-time staff, overseeing committee finances, and working with candidates and Democratic party leaders across the state to advance the committee’s goals. The position is based in Westchester, Illinois. Limited in-state travel may be required.

Qualifications:

- Strong record of managing legislative or congressional campaigns, including message development, paid communications (mail and broadcast media), field, fundraising and budget management.
- Bachelor’s degree with at least 5 years of work experience, or an equivalent combination of education and experience.
- Experience in setting and achieving measurable targets, managing diverse teams, and coordinating between multiple stakeholders.
- Willingness to work nights and weekends as needed, particularly during campaign season.
- Availability to work effectively with elected and party leaders and members of the general public.
- Strong time management and organizational skills, ability to meet deadlines, and work independently.
- Excellent verbal and written communication skills.
- Demonstrated understanding of the state’s political landscape.
- Valid driver’s license and reliable transportation.

Duties include but are not limited to:

- Oversee committee programming, including training and professional development for staff, volunteers and candidates.
- Oversee implementation and review of personnel policies.
- Approve spending and contracts.
- Oversee recruitment and hiring of and supervise committee’s full and part-time staff.
- Coordinate with the political director to oversee the Democrats for the Illinois House paid media and field operations.
- Supervise the Finance Director and the Caucus Fundraising Manager to ensure that the committee, its chair and members of the caucus are meeting fundraising goals.
• Coordinate with the Communications consultants, or full-time staff, to develop and execute comprehensive earned media, social media and digital media plans.
• Serve as committee spokesperson when appropriate and in consultation with communications staff and consultants.
• Supervise the Operations and Compliance Director to ensure that contributions and expenditures are recorded and reported in a timely and accurate manner, according to accounting and compliance standards.
• Provide oversight and guidance to the Operations and Compliance Director and Finance Director in management of the chair’s schedule.
• Work with full-time staff, elected officials and Chair to develop and maintain political relationships across the state.
• Manage the committee’s operating budget and maintain recordkeeping.
• Keep an updated working knowledge of relevant campaign finance, election, and compliance laws and work with staff and consultants to ensure full compliance.
• Proactively research and seek opportunities for growth, including new technologies, fundraising, and campaign strategies.
• Other duties as are necessary to ensure the election of House Democratic candidates.

Additional skills desired:
• Experience with VAN, NGP, Microsoft Office, GSuite, and social media platforms
• Understanding of Illinois state election laws

Interested candidates should email a resume, cover letter and three references to Careers@HDemsIL.com by August 16, 2021.

Democrats for the Illinois House is committed to attracting and retaining a diverse workforce and is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, creed, sexual orientation, gender identity or expression, pregnancy, national or ethnic origin, disability, age, marital, veteran or economic status, or any other legally protected basis. Democrats for the Illinois House is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law.