



Position: Caucus Director- Las Vegas, NV

The Nevada Assembly Democratic Caucus (ADC) is the official campaign committee dedicated to supporting and electing Democrats to the Nevada State Assembly. The ADC is seeking a Caucus Director to lead the day-to-day operations of the assembly through the 2022 election cycle and beyond. The ideal candidate is an energetic self-starter who will work collaboratively with our leadership team as well as members, candidates, campaigns, stakeholders, staff, and donors to maintain the chamber by protecting incumbents and expanding the Democratic majority in 2022.

Caucus Director

The Caucus Director will have significant successful campaign experience and 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 mission, campaign benchmarks, and clear objectives in the areas of fieldwork, fundraising, and working with consultant teams. 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.

The candidate needs superb judgment, political savvy, significant management experience, and a work ethic of the highest degree. We prefer someone with an understanding of Nevada politics, elected officials, and major local political issues. This position reports directly to the Assembly Democratic Caucus Chair and requires strong project management skills, the ability to plan backward and anticipate obstacles, involve stakeholders and partners, and use all resources wisely

Responsibilities

- Oversees all operations of the Assembly Democratic Caucus, including functioning as the direct supervisor to all staff
- Works with Deputy Executive Director and Finance Director to prepare and execute caucus and member fundraising plans in consultation with the executive committee
- Manages all staff, including hiring paid positions as well as oversight and training for both paid and volunteer staff. Collaborates with Field Director on the hiring, oversight, and training of member campaign managers
- Serves members and communicates regularly

- Facilitates and coordinates trainings for all staff and caucus members
- Directs Field Director in the design and implementation of a quality field campaign, including individualized field plans for each member
- Oversees the caucus budget and expenditures engaging the assistance of the finance coordinator and treasurer
- Provides oversight to Finance Director and works with legal advisor as needed to ensure full compliance with all Nevada election laws, including timely campaign finance reporting
- Provides regular updates to caucus executive board
- Works collaboratively with consultants and vendors on strategy
- Provides caucus with strategic guidance and works with office and communications coordinator to develop messaging and ensure continuity and accuracy of messaging
- Builds and leverages key relationships with statewide allies
- Manages internal communications for the caucus, including meetings, conference calls, and general updates
- Staffs caucus events and acts as the administrative face of the caucus
- Develops the criteria, recruitment, and assessment of new candidates with Executive Committee

How to apply

Applications will be accepted on a rolling basis and we intend to fill the position as soon as possible. Please send a cover letter and resume to Caucus Director Chelsey Winger at chelsey@nvassemblydems.com. Please put "Caucus Director" in the subject line.

Compensation is commensurate with experience. Employees are paid on a bi-weekly basis and receive a competitive benefits package.

About the Nevada Assembly Democratic Caucus

The Nevada Assembly Democratic Caucus (ADC) is focused on electing Democrats to the Nevada Assembly and is proud to be one of the most diverse caucuses in the country.

The ADC is committed to inclusion and diversity. We seek to hire staff that reflects the diverse communities and perspectives that comprise Nevada. Qualified candidates of all backgrounds, specifically people of color, women, Indigenous people, and members of the LGBTQIA community, are highly encouraged to apply.

The ADC prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.