



**Position:** Deputy Executive Director- Las Vegas, NV

### **About the Nevada Assembly Democratic Caucus**

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 Deputy Executive Director to help lead the day to day campaign operations of the caucus' targeted races for the 2022 election cycle. The ideal candidate will have a long term commitment and passion for winning state assembly races in Nevada.

### **Deputy Executive Director**

The Deputy Executive director will have significant campaign experience and previous experience managing staff, managing consultant teams, and developing and implementing strategic plans. Superior project management skills are a must to make sure that campaign strategies and tactics adapt and change with the dynamics of the 2022 election cycle. This position reports directly to the Executive Director and will be responsible for managing lower level staff.

### **Responsibilities**

- Work directly with targeted campaigns on a day to day basis and ensure each campaign is properly resourced and staffed for the entire cycle
- Work with candidates, consultants, and campaign team to develop and execute highly tailored campaign plans, including but not limited to the areas of field, fundraising, community outreach, and monitoring opposition activity
- Manage staff and collaborate with the Field Director and Finance Director on the hiring, oversight, and training of all staff for the 2022 election cycle
- Serve members and communicate regularly
- Staff all caucus events and attend events throughout the state
- Serve as a caucus contact to national and state allies
- Work directly with caucus leadership to develop goals, strategy and monitor targeted campaigns progress

### **Qualifications**

- At least 2 years of campaign experience with at least one cycle in a leadership role such as Finance Director, Field Director, Communications Director, Policy Director etc. (Communications background preferred but not required)
- Extensive Nevada experience preferred but not required
- Strong interpersonal skills that create positive relationships with members, staff, partners, consultants and candidates
- Strong technology and analytics skills, including extensive experience with VAN and NGP databases as well as Google/Excel Sheets
- Good communication skills
- Work well within a team and able to work independently
- Access to a vehicle, laptop and cell phone

The logo for the Nevada Assembly Democratic Caucus features a stylized red outline of the state of Nevada. A blue star is positioned within the outline, and a blue swoosh line extends from the top left towards the star. The text "NEVADA ASSEMBLY" is written in red, and "DEMOCRATIC CAUCUS" is written in blue, both in a bold, sans-serif font.

# NEVADA ASSEMBLY DEMOCRATIC CAUCUS

## Details

- Salary starts at \$6,500 a month but is commensurate with experience; benefits include health care and flexible paid time off
- This position reports to the Executive Director and is based in Las Vegas
- Occasional travel within the state and national travel will be required

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.

Please send resume and 3 references to [leo@nvassemblydems.com](mailto:leo@nvassemblydems.com)