

**Georgia Senate Caucus Executive Director**

**Job Description**

The Caucus Executive Director leads the day-to-day operations of the caucus and implements the strategic plan.

The Director oversees and implements all components of the Caucus’ work, including policy initiatives, communications, fundraising, and campaigns and elections.

The Director works directly with the Senate Leadership Team and directly with individual Senators on matters that advance the work of the Caucus as a whole. The Director reports to the Caucus Leader and the Caucus Chairwoman day to day.

In addition to supporting the work of the Senate Caucus during legislative sessions, the Director works with candidates, campaigns, donors and progressive partners to build upon the successes by protecting incumbents and picking up additional seats during election cycles.

**Responsibilities**:

**Management and Financial Leadership**

* The Caucus Director will manage core staff and interns to ensure that the day-to-day operations are tracked for the achievement of producing results.
* The Director will evaluate employee and intern effectiveness and restructure jobs as necessary.
* The Director will collaborate with the Caucus Leadership Team and Personnel Committee to establish the roles and responsibilities for each staff position and to hire staff as needed and within budget.
* The Director will work with the Vice Chair of Fundraising and Campaigns and the Party Compliance Officer to ensure proper invoice payments and deposits for the Caucus and for campaigns.
* The Director will manage the finances of any adjacent financial structures.
* The Caucus Director and any staff are responsible for preparing and executing the campaign fundraising plan and budget, in consultation with the Leader, Chair, and Vice Chair of Fundraising and Campaigns.
* The Caucus Director is the budget manager of the Senate Democratic Caucus and will ensure all campaign finance reports, tax returns, and other required reports are filed accurately and on time.

**Communications and Outreach**

The Caucus Director is responsible for helping to direct and manage Caucus communications in coordination with Caucus leadership and the GA Democratic Party staff. The Caucus communication efforts should:

* Organize the public argument for Senate Democratic legislative leadership;

• Develop critical communications with donors, activists, stakeholders, partners,

consultants, allied organizations, and key constituencies;

* Seek out and use new and innovative communications tools; and
* Prepare/approve media releases and organize press conferences and Democratic responses.

**Campaigns and Elections**

The Caucus Director assists with the recruitment of highly qualified candidates and campaign staff who are motivated and understand what it takes to win a legislative race. The Caucus Director must have the ability to assess a candidate’s strengths and weaknesses and assist in the management of highly contested races.

**Candidate Recruitment**

The Caucus Director oversees candidate recruitment and serves as primary point of contact for all candidates. The Director provides staff support for the Leader, Chair, and Vice Chair of Fundraising and Campaigns. The Director is also the main point of contact with the Georgia Democratic Party and all partner organizations that also engage in candidate recruitment efforts.

**Campaign Management**

The Caucus Director will manage biennial statewide legislative campaign efforts, and Special Elections, as called. The Director provides staff support for the Caucus Leadership Team, including recommending which races need what level of support from the Caucus and its staff.

Every Senate candidate should be provided information to ensure that they have an understanding of what level of support it can expect from the Senate Caucus.

The Caucus Director interfaces with all campaign consultants. The Caucus Director should collaborate with partner organizations to provide candidates and campaign managers with training and support.

**Reporting Structure**

The Caucus Director reports directly to the Senate Democratic Leader.

Additionally, the Caucus Director will be available as needed to work with all members of the Democratic Caucus, utilizing individual member skills to support a successful caucus operation.

The Caucus Director should provide regular updates on the operational needs of the Caucus to the Senate Caucus Leadership Team.

The Caucus Director is also responsible for building and maintaining relationships with key partners in Georgia and nationally.

This position may require extensive hours and travel.

**Qualifications**:

The Caucus Director needs superb judgment, political savvy, significant fundraising experience and success, and a work ethic of the highest degree. The Director should have an understanding of Georgia politics, elected officials, and major national, state, local political issues.

The position requires strong project management skills, the ability to plan backwards and anticipate obstacles, involve stakeholders and partners, and use all resources wisely.

The Caucus Director will have significant successful campaign experience and will have managed at least three contested candidate races across multiple cycles.

The Director should have demonstrated skills in managing staff at various levels of responsibility, managing multiple consultant teams, motivating people and developing and implementing strategic plans.

The Director must have strong writing, verbal and interpersonal communication skills to develop Democratic messaging, create media releases, floor speeches, talking points, and social media and fundraising content.

The Director should have experience leading a board of directors, or committee, or other decision-making entity.

The Director should have experience with strategic planning experience, mission, campaign benchmarks, and clear objectives in the areas of field work, fundraising, and working with a support team.

The Director should possess superior project management skills to ensure that campaign strategies and tactics adapt and change with the dynamics throughout the legislative session and election cycle with an ability to manage multiple projects simultaneously and prioritize tasks.

**Salary Range**

The salary range for this position is $120,000-$150,000, commensurate with experience.

**How to Apply**
Please send, in PDF format, the following: cover letter, resume, and three references to leaderbutlersoffice@gmail.com.