



Summary

The Virginia House Democratic Caucus (VHDC) is the official entity dedicated to protecting and expanding the Democratic membership in the Virginia House of Delegates. The VHDC is seeking an experienced, self-starting, driven, and resourceful Executive Director who can help us execute an ambitious plan to win targeted races to protect and expand our Democratic majority in 2025 and beyond.

Core Responsibilities

Leadership and Management

- Serve as chief strategist and tactical executive, implementing solutions and processes effectively and expediently.
- Manage and oversee work of all staff, including providing day-to-day management of senior staff as well as recruiting, interviewing, and hiring all staff.
- Create and implement the annual Caucus budget, along with the Caucus leadership team. Manage the organization's finances, track income and expenditures, maintain records and accounts, and sign and negotiate contracts.
- Co-lead the activities of the Commonwealth Victory Fund, the joint fundraising arm of the VHDC and the Virginia State Senate Caucus.
- Serve as Caucus spokesperson as appropriate.
- Additional responsibilities as assigned.

Member Services

- Build a reliable and responsive support structure for Caucus members.
- Develop deliverables such as policy research, one-pagers, talking points; coordinate briefings with stakeholders, as needed.
- Track status of bills, committee and floor votes, and respond to emerging policy-related requests during the legislative session.
- Assist with organizing Caucus meetings and internal Caucus communications.

Campaign Strategy and Execution

- Create and execute a strategic statewide campaign plan to run Democratic candidates across the Commonwealth and keep and expand our majority, including:
 - Provide support and guidance to help each campaign build a custom-tailored, winning plan. Establish an internal system to track members' and candidates' progress to goal on campaigns.
 - Ensure all campaign staff have access to resources such as briefings and trainings provided by partners and stakeholders.
 - Establish and implement a finance plan that will ensure the Caucus has resources to execute its campaign strategy.



- Work closely with consultants, partners, and campaigns to provide reliable, up-to-date, and data-based information to Caucus leadership in order to inform resource allocation decisions.

Partnerships and Communications

- Work closely with the Caucus leadership team to build and maintain relationships in-state and around the country with partners, allies, and donors.
- Manage internal and external communications with other Democratic entities such as the state party, Senate Democratic Caucus, Democratic Legislative Campaign Committee, other entities, etc.
- Develop communications and messaging in partnership with the Caucus leadership team, state party, and other stakeholders.

Minimum Qualifications

Leadership and Management

- A minimum of 5 cycles of campaign experience with at least 3 cycles in a leadership role such as Executive/Deputy Executive Director, Campaign Manager, Finance Director, etc.
- Experience managing an ecosystem of consultants, stakeholders, and staff with varying and sometimes competing priorities.
- Strong interpersonal skills that create positive relationships with members, staff, partners, consultants, and candidates.
- Skilled at managing multiple principals as well as managing a team of direct reports.
- Effective problem-solver with sound judgment and discretion; able to quickly assess and triage crises.
- Demonstrated ability to prioritize work and follow through on projects and deadlines.
- Deep alignment with and passion for VHDC's vision and mission.

Budgeting and Fundraising

- Familiarity with Virginia campaign finance and coordination laws.
- Experience managing large-scale budgets.
- Experience serving as fundraising principal for the Caucus. Comfortable asking for and securing significant donations.

Communication and Analytical Experience

- Excellent written and verbal communication skills.
- Strong technology and analytics skills, including extensive experience with VAN and NGP databases as well as Google/Excel Sheets.

Location, Tenure, and Salary

- This is a permanent, full-time position based in Richmond, Virginia and will require some travel (approximately 10%-25%).



- The salary range is \$100,000 - \$125,000. A bonus will be provided at the end of the election cycle if we successfully maintain and expand our majority in the Virginia House of Delegates.
- The incumbent reports to the Democratic Speaker of the House and takes direction from the Speaker, Caucus Leader, and Caucus Chair.

To Apply

Please send a cover letter and resume to info@speakerdonscott.com with the subject line "VHDC ED Application - [Your Name]." Applications will be accepted until the position is filled.

The VHDC is committed to inclusion and diversity. We seek to build a team that reflects the diverse communities and perspectives from across the Commonwealth. Qualified candidates of all backgrounds, and specifically BIPOC individuals, womxn, Indigenous people, and members of the LGBTQIA community, are highly encouraged to apply.

The VHDC 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 protected characteristics as established under law.