



2019 MDLCC Director Position Description

The Montana Democratic Legislative Campaign Committee (MDLCC), the wing of the Montana Democratic Party (MDP) that works to elect Democrats to the Montana State Legislature, would like to announce an opening for the position of MDLCC Director. This demanding, full-time position will work closely with MDLCC's Steering Committee, Caucus Leadership and Members, State Party, candidates, allies, and current MDLCC and Party staff to formulate and execute plans for the 2020 cycle and beyond.

MDLCC has grown steadily over the past six years. It is now a year-round, permanent program within the Montana Democratic Party, with a budget of \$350,000 and 2-3 full-time staff in an off-cycle year and just under \$1,000,000 budget with over 40 full and part-time staff in an election year. It is a professional program poised to grow even more as donors and organizations across the state invest in a more Democratic legislature. Applicants must have a strong passion for legislative elections and an ability to lead a professional organization.

Please submit a resume, cover letter, one writing sample, and three references to Amanda Frickle, outgoing MDLCC Director, at amandaf@montanademocrats.org by 5 PM MST on Wednesday, May 8th. Late or incomplete applications will not be accepted.

POSITION TITLE: MDLCC Director

LOCATION: Helena, MT Preferred

START DATE: End of May/Early June

The MDLCC 2019-2020 Director responsibilities include:

1. Report to the MDLCC Steering Committee for strategic guidance and fundraising support and to the MDP Executive Director for financial oversight, legal compliance, and Human Resource issues.
2. Coordinate the overall operations of MDLCC as a program of the MDP and in accordance with MDP policies, including hiring and managing MDLCC staff, contracting MDLCC consultants, and utilizing MDLCC volunteers.
3. Write, manage, and execute the 2020 campaign plan, annual budget, and annual finance plan with input from the MDLCC Steering Committee. The MDLCC Director will work with the MDP Executive Director to incorporate MDLCC's budget (including income projections) into the yearly MDP budget.
4. Oversee MDLCC bank accounts within the MDP Rules – including the right to monitor accounts and approve any expenses/transfers before they are made.
5. Recruit and train quality legislative candidates early and help them create and execute their campaign plans.
6. Handle outreach, coordination, and ongoing communication with allies, elected officials, MDP Executive Board, MDP chartered organizations, legislators, the national DLCC, and other partners.
7. Represent MDLCC to the broader political community and state/nation.
8. Work with MDP to coordinate media relations and maximize press opportunities for legislative races, including letters to the editor, opinion pieces, TV, and radio.
9. Communicate the importance of input into the VAN and the maintenance of a healthy and useable database for current and future legislative candidates.
10. Work with the MDP Executive Director and Executive Board to enhance, modernize, and formalize the operations of MDLCC.
11. Work with the Democratic Leader from each legislative chamber prior to each session to prepare plans and strategy for MDLCC activity during that session.

Salary & Benefit Package

- Competitive salary.
- Employer paid health insurance.
- Reimbursement for travel expenses.