

Pennsylvania House Democratic Campaign Committee

Executive Director Job Description

The Pennsylvania House Democratic Campaign Committee seeks an Executive Director to lead the day to day operations of the caucus and implement the strategic plan for 2020.

We seek an energetic self-starter who will work collaboratively with our leadership team and as well as candidates, campaigns, stakeholders and donors to build upon the successes of 2018 by protecting incumbents and picking up additional seats in 2020. After making historic gains in 2018, we are just 9 seats out of the Majority.

The Executive Director will have a long-term commitment and passion for winning State House races in Pennsylvania.

Qualifications:

The Executive Director will have significant successful campaign experience and will have managed at least one contested candidate race. Qualified applicants must have demonstrated skills in managing staff at various levels of responsibility, managing multiple consultant teams, motivating people and developing and implementing strategic plans. Experience leading a board of directors, or committee, or other decision-making entity is preferred. Strategic planning experience should include mission, campaign benchmarks, and clear objectives in the areas of field work, fundraising, and working with support team. 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 fundraising experience and success, and a work ethic of the highest degree. We prefer someone with an understanding of Pennsylvania politics, elected officials, and major local political issues. This position requires strong project management skills, the ability to plan backwards and anticipate obstacles, involve stakeholders and partners, and use all resources wisely

Executive Director responsibilities include, at a minimum:

- Serve as the chief strategic and tactical executive of the HDCC. Includes managing political relationships across the state.
- Create a fundraising and long-term organizational plan.
- Hire and manage all staff which includes, at a minimum, conducting yearly performance reviews, planning staff development/training, as well as

reviewing staff functions and restructuring job responsibilities, if necessary.

- Create an annual budget, with input and approval from HDCC leadership. Ensure on a daily basis all staff are adhering to the operating budget. Work with the leadership to create all Pennsylvania finance reports and compliance.
- Develop, with the senior staff, a communications plan, digital program, and candidate recruitment and training program.
- Create incumbent protection plans for all vulnerable incumbents.
- Attend monthly partner organization and table meetings to report on progress to goal.
- Grow the organization to ensure that we not only compete, but also win targeted races across the Commonwealth.

Qualifications

- At least 5 years experience in Executive/Senior level management in political campaigns but could include public sector, not-for-profit, private industry and/or trade associations. The ideal profile of career experiences would include a blend of sectors.
- A clear understanding of all aspects of winning elections including state-of-the-art campaign techniques, digital, campaign planning, targeting, polling, election law, grassroots/issue-based mobilizing and get-out-the-vote programs.
- Significant successful campaign experience, including campaign manager of at least one contested candidate race.
- Proven ability to recruit, train, and develop staff.
- Strong experience with data and targeting.
- Ability to direct and manage a rapidly growing staff.
- Strong data and analytics skills, including extensive experience with VAN and NGP databases.
- Ability to communicate effectively, work well under pressure, be detail oriented, and meet deadlines.
- Experience in writing prospectus, soliciting and securing both small and large donations.
- Bonus points for media experience and knowledge of the Pennsylvania political landscape.

Compensation and Benefits Target annual compensation for this position is commensurate with the relevant professional experience of a candidate. HDCC

offers a competitive benefits package and is an equal-opportunity employer.

Location This position is based in Harrisburg

To Apply Email resume to HDCC Chair Rep. Leanne Krueger at leanne@leanne4pa.com by no later than Friday, February 22