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 the 2022 cycle.

We seek an energetic self-starter who will work collaboratively with our leadership team as well as candidates, campaigns, stakeholders, donors, and staff to continue building our caucus program, protecting our incumbents, and taking advantage of redistricting opportunities to flip seats.

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

Overview

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, 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 teams. Superior project management skills are a must to make sure that campaign strategies and tactics adapt and change with the dynamics of the election cycle.

The ideal candidate needs superb judgment, political savvy, significant fundraising experience and success, and a work ethic of the highest degree. The preferred candidate has a solid understanding of Pennsylvania politics, elected officials, and major local political issues. This position requires strong project management skills and the ability to plan backwards, anticipate obstacles, involve stakeholders and partners, and use resources wisely.

Responsibilities

The Executive Director’s responsibilities include, at a minimum:

- Serving as the chief strategic and tactical executive of the PA HDCC. This includes managing political relationships across Pennsylvania
- Creating and implementing both fundraising and long-term organizational plans.
• Hiring and managing all staff, including conducting yearly performance reviews, planning staff development and training curriculum, and reviewing staff functions and restructuring job responsibilities if necessary.
• Creating an annual budget and finance plan with the HDCC Finance Director with input and approval from HDCC leadership.
• Ensuring that all staff are adhering to the operating budget and working with the Finance Director and leadership team to file finance reports/remain in compliance with Pennsylvania campaign finance law.
• Developing, with senior staff, a communications plan, digital program, and candidate recruitment and training program.
• Creating incumbent protection plans for all vulnerable incumbents.
• Hosting monthly stakeholder and partner organization meetings to report on progress to goal.
• Growing the organization to ensure that we not only compete, but also win targeted races across the commonwealth.

Qualifications

• At least 5 years of experience in Executive/Senior level management in political campaigns. This could possibly include public sector, non-profit, private industry, and/or trade associations. The ideal experience profile would include a blend of these sectors.
• A clear understating of all aspects of winning elections, including state-of-the-art campaign techniques, digital, campaign planning, targeting, polling, election law, grassroots/issue-based mobilization, and Get-Out-The-Vote programs. Experience implementing early vote programs preferred.
• Significant successful campaign experience, including managing 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 crafting a prospectus and soliciting and securing both large and small donations.
• Experience managing direct mail, media, and digital consultants.
  o Bonus points for media experience and knowledge of the Pennsylvania political landscape.

Compensation

Annual compensation for this position is commensurate with the relevant professional experience. HDCC offers a competitive benefits package.

Location

The position is based in Harrisburg, PA.
To Apply

Email a resume, cover letter, and three references to Representative Leanne Krueger, HDCC Chair, at leanne@pahdcc.com no later than Friday, March 26.

PA HDCC is an equal opportunity employer and committed to providing employees with a work environment free from discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.