



<b>Job Title:</b>	Executive Director	<b>Job Category:</b>	Administration
<b>Department/Group:</b>	Administration	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	Auburn, WA	<b>Travel Required:</b>	Some Travel Required
<b>Level/Salary Range:</b>	45,000 per year	<b>Position Type:</b>	Full Time – Salaried - Exempt
<b>Reports To:</b>	Party Chair	<b>Date Posted:</b>	7/7/2017
<b>Will Train Applicant(s):</b>	Some Training Provided	<b>Posting Expires:</b>	7/14/2017

**RESUMES ACCEPTED BY EMAIL ONLY TO [KCDEMSJOB@GMAIL.COM](mailto:KCDEMSJOB@GMAIL.COM) by 7/14/2017 at 5pm**

### Job Description

#### ABOUT US

The King County Democrats support candidates and legislation impacting King County that results in good jobs, social justice, and environmental conservation. We are the 13<sup>th</sup> largest county in the United States with over 2.1 million residents. Our focus is to help elect Democrats in every corner of the county. As the largest and most Democratic county in the state we strive to develop concepts and tools which can be leveraged throughout the state. We work to train and launch activists, elect Democrats and support the party agenda.

#### THE JOB

The Executive Director will serve as a full time administrator for the party and will support the elected party chair in all party functions. These include fundraising, grassroots organizing, coalition building, candidate recruitment, candidate support, communications, advocacy, training and any other activities that promote the county party at the local, county, regional and state level and foster a strong, sustainable organization. This position is a highly visible position and will have a lot of interaction with party leaders, elected officials, donors and partner organizations.

#### Administrative and Communications Oversight (25%)

- Assist in scheduling events, maintaining team calendars and responding to event inquiries
- Assist in directing accounts payable and receivables to the correct team members
- Oversee volunteers who are providing office support
- Ensure materials are prepared and presented at monthly board meeting
- Prepare and send a weekly email blast
- Prepare and post daily social media updates/events/news
- Monitor and track appropriate expenditures
- Answer general public / member inquiries via phone and email
- Support legislative district organizations as needed
- Act as focal for speakers on monthly agenda. This will include fielding requests for time as well as contacting potential speakers as requested by the chair
- Coordinate with other party organizations in Washington including the state party, LD organizations in King County, and other local organizations throughout the state
- Oversee internship program
- Miscellaneous duties as needed

#### Fundraising (25%)



- In coordination with the appropriate team members track incoming donations
- Research donors and create lists of potential donors
- Contact new and recurring donors to build and cultivate the relationship
- Solicit donations via calls and emails
- Assist in overseeing a monthly small donor program
- Assist in coordinating fundraisers and donor appreciation events

**Training (10%)**

- Host a once a month in person training in differing locations
- Host a once a month webinar training

**Organizing (25%)**

- Organize days of action for volunteers to canvass or phone bank
- Recruit volunteers for administrative support, canvassing and phone banks
- Recruit new members and develop retention strategies for current members

**Advocacy (5%)**

- Organize a once a year lobby day for activists to go to Olympia to meet with legislators
- Contact legislators and elected officials on behalf of the organization to state our position on issues

**Candidate Recruitment and Support (10%)**

- Identify candidates to run for targeted offices
- Connect candidates with resources, trainings and opportunities to benefit them
- Assist candidates in early phases of setting up their campaigns
- Target races where candidates should be identified for future races and cycles

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

Previous experience within a political party organization, organizing, legislative affairs, campaign or political experience is helpful. Experience running a nonprofit or political organization extremely helpful. Any combination of experience, education and skills that will help you complete the job successfully will be considered.

**PREFERRED SKILLS**

Organizing, fundraising, administrative and campaign management experience and skills highly desired.

Please email resume and optional cover letter to [KCDEMSJOB@gmail.com](mailto:KCDEMSJOB@gmail.com) by 7/14/2017 at 5pm.