

SDCDP Full-Time Job Descriptions

EXECUTIVE DIRECTOR: Reporting to the Chair and Executive Board, this employee is responsible for managing the Party's ongoing programs and operations, including staff supervision, Board support, planning, finance, compliance, communications, and political field activities. Job duties include:

- **Political Action.** Implements the Party's campaign plans and voter outreach efforts, including GO Team strategy and support, candidate engagement and training, voter contact targeting and best practices, management of Member Communications programs (income and expenditures), liaising with national, state, and local Democratic organizations and representatives, and supporting coordinated campaign offices and activities in conjunction with the Chair, Vice Chairs, and other stakeholders.
- **Fundraising.** Works to meet the Party's revenue goals by participating in the overall fundraising plan, writing and sending periodic appeal letters (hard copy and electronic), cultivating donors and prospects, analyzing contribution history to target solicitations, testing and refining fundraising tactics, and spearheading the organization of the annual Roosevelt Dinner and other special events.
- **Communications.** Develops and approves messages to supporters, volunteers, elected officials, candidates, and other Party constituencies via e-mail, the website, social media, and other means. Creates forms, publications, and marketing materials to advance the Party's organizational goals. Crafts advisories and statements for distribution to the news media as needed.
- **Data Development and Analysis.** Builds systems and applies analytical techniques to provide the best data to inform campaign activities, finance, supporter engagement, and more. This includes maintaining and enhancing the Party's voter data archive, providing technical assistance to endorsed campaigns, seeking integration and efficiency across information systems, measuring outcomes, and generating reports for internal and external audiences.
- **Board Support and Planning.** Advances the goals and objectives of the Party's long-term strategy as defined by the Executive Board, including planning, implementation, and metrics. Supports Board members and appointed Party leaders (Treasurer, General Counsel, Communications Coordinator, etc.) to help them fulfill their responsibilities.
- **Employee and Contractor Supervision.** Responsible for day-to-day supervision for the Office Manager / Volunteer Coordinator and any other Party employees, including contract negotiations, training, evaluation, payments, and project management. Provides oversight to ensure proper performance by independent contractors and vendors. Fosters relationships with volunteer leaders to keep the Party's whole team engaged and aligned toward common goals.
- **Budgeting and Compliance.** Drafts a proposed annual budget with the Treasurer, Controller, and Chair after reviewing previous budget years and anticipating needs, priorities, and other factors. Ensures accurate internal financial reporting, monitors monthly activity, and develops a proposed midyear budget revision for consideration by the Board. Works with the Treasurer, legal counsel, regulatory agencies, and endorsed campaigns to maintain compliance with federal, state, and local campaign finance laws.

OPERATIONS COORDINATOR JOB DESCRIPTION

Under the supervision of the Executive Director, this employee is responsible for various administrative functions of the Party, including day-to-day office management, event planning, recordkeeping, Central Committee support, and volunteer coordination. Job duties include:

- **Volunteer / Internship Coordination:** Recruits, makes assignments, and retains volunteers for the Party in various capacities. Matches up volunteers with opportunities that fit their skills and preferences, including voter registration, canvassing, and office administration. Provides ongoing training and quality control. Coordinates the Party's internship program by seeking and interviewing applicants, then helping them determine and evaluate their scope of activities.
- **Office Administration:** Ensures sufficient volunteer support in the office so that phones are answered, e-mail/phone messages are promptly returned, and walk-ins are greeted and helped appropriately. Maintains adequate office supplies and functioning equipment, helps prepare for meetings, and coordinates invitations and RSVPs for events.
- **Central Committee Support:** Works with the Secretary, Director of Clubs, and others to process Central Committee membership and Democratic Club chartering requirements. Provides information and assistance as needed to Central Committee and Board members.
- **Database Maintenance:** Ensures the ongoing maintenance and improvement of the Party's internal databases, including donor and prospect information, volunteers, current and potential candidates, etc. Accepts contributions, endorses checks, and updates a daily income log. Manages numerous spreadsheets tracking elected officials, events, membership, media activity, newly registered voters, etc. Provides user account access for volunteers on various systems.
- **Donor Recognition:** Produces periodic contribution reports and thank-you letters to mail to donors. Facilitates Donate Every Month (DEM) program logistics, including an updated monthly membership list, benefits for donors at different levels, help with the quarterly Chair's Table events, membership retention, and reactivation of lapsed donors.
- **Social Media Updates:** Maintains the Party's Facebook and Twitter accounts, including posts, likes/followers, and social engagement. Develops messages to support Party activities, key issues, elected officials, and candidates.
- **Endorsement Process:** Researches potential candidates' party registration and contact information during the filing process for each election, then corresponds with Democrats by USPS, email, and phone to provide an endorsement questionnaire and information about the process and upcoming meetings. Compiles questionnaire responses and provides them to Vice Chairs for each Area's caucus.
- **Candidate Assistance:** May provide logistical, informational, and technical support to endorsed campaigns, including field organizing, volunteer coordination, communications, and data.