



**JOB ANNOUNCEMENT  
ALASKA DEMOCRATIC PARTY**

**Position Title: Executive Director**

**Location: Anchorage, Alaska**

**Reports to: State Chair**

**Salary: Commensurate with experience, \$80K - \$100K**

**Benefits: Dental, Vision & Health Insurance, Vacation, Relocation stipend (if applicable)**

The Alaska Democratic Party (ADP) is seeking a skilled, versatile political professional who is up to the challenge of serving as the executive director.

The executive director oversees all programmatic, communications, and fundraising activities, serving as the strategic and tactical executive of the Alaska Democratic Party. The executive director is responsible for managing the organization so that it complies with all federal and state business and compliance regulations while assuring electoral wins for Democrats in a complex, competitive political environment. The ideal candidate will be reliable, honest, loyal and discreet. The executive director reports to the state chair.

We encourage applicants with pertinent experience in executive/senior level management to apply. We are looking for a passionate, hardworking individual who is committed to electing Alaska Democrats and who has the leadership experience to engage and manage diverse teams, and internal and external partnerships.

This position is based in Anchorage. This is a full-time, exempt position.

**How to Apply:** Interested candidates should email their resume and cover letter to [jobs@alaskademocrats.org](mailto:jobs@alaskademocrats.org). Please include "Executive Director" in the subject line. Applications will be reviewed on a rolling basis and qualified individuals contacted for interviews.

**SCOPE AND RESPONSIBILITIES:**

The Executive Director, working with the State Chair and party officers, oversees all programmatic, communications, and fundraising activities of the state party. The Executive Director is responsible for managing the organization so that it can win elections for Democrats in a complex, competitive political environment. He or she must be reliable,

honest, loyal and discreet. The Executive Director reports to the State Chair and party officers.

**Primary responsibilities and duties include, but are not limited to:**

- In coordination with the State Party Chair, serve as the tactical executive of the Alaska Democratic Party.
- Work with the Chair, Treasurer, Central Committee, Executive Committee and staff to develop and adhere to the Alaska Democratic Party 2-year plan and operating budget.
- Hire and manage all staff, performing reviews and encouraging staff development, as well as reviewing staff functions and restructuring job responsibilities, if necessary.
- Manage the organization's finances, track income and expenditures, pay bills, and maintain records and accounts in order to produce financial stability.
- Raise funds, directing and monitoring all fundraising efforts for the organization; and develop and implement a fundraising plan in conjunction with the Chair and Finance Committee.
- Knowledgeable of, and committed to the Alaska Democratic Party platform and governing documents.
- Ensure the organization complies with all applicable laws governing political parties, including timely filing of required state and federal reports.
- Manage political relationships both in-state and around the country.
- Work with Communications Director and Chair to issue press releases, speak out on important issues, solicit input from and share information with Regional Vice Chairs and District Chairs, help respond to attacks, produce party-building and message delivery tools, and present the Democratic Party in a positive, professional light.
- Work with the Coordinated Campaign Director to oversee the coordinated campaign efforts, as well as coordination of all consultants' activities.
- Act as liaison with the staff of, and attend meetings of, the Democratic National Committee (DNC), the Association of State Democratic Committees (ASDC), and the Association of State Democratic Executive Directors (ASDED).
- Organize all Executive Committee meetings.
- Work with the Statewide Organizer to organize all meetings of the State Central Committee, the caucuses, and the State Convention.
- Demonstrate an understanding of all aspects of winning elections including state-of-the-art campaign techniques, new technology, campaign planning, targeting, polling, election law, and get-out-the-vote programs.
- Develop, strengthen and grow the grassroots leaders of the Alaska Democratic Party and implement the 40-District Strategy.

## EXPERIENCE REQUIRED:

- A proven successful executive with the ability to provide dynamic internal and external leadership to the Alaska Democratic Party to achieve political and financial objectives.
- Pertinent 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 the above mentioned sectors including previous success in local, state, or federal campaigns.
- Demonstrated ability to establish and maintain a credible reputation and presence in the community on behalf of the Alaska Democratic Party.
- Demonstrated ability to develop and execute strategic political strategies and manage the tactical execution to achieve results.
- Experience in soliciting and securing donor dollars is essential.
- An excellent internal leader recognized for the ability to develop, motivate, manage and build functional teams that regularly achieve and maintain superior levels of performance.
- Proven excellence in written and oral communication and proven media experience are essential.
- Knowledge and understanding of political dynamics within Alaska.
- An individual who is obsessive about the success of the Democratic Party and the quality of life for Alaskans.
- Demonstrated ability to utilize current technologies and systems including but not limited to GoogleWorkspace, NGP proprietary applications, website management, and social media platforms.

## PERSONAL ATTRIBUTES:

- **Key Attributes:** Excellent manager of paid staff and volunteers, trustworthiness/believability, professional appearance, highly developed interpersonal and communications skills, results oriented, global thinker, diplomatic, ability to multi-task, strong public communication skills, open-minded to differing views, persuasive, quick thinking, outgoing and approachable, excellent time management skills, strong leadership ability, conflict resolution skills, negotiation skills, and ability to influence.
- **Leadership:** Motivates and aligns the organization toward a common vision and goals. Effectively manages organizational change and innovation.
- **Political Acumen:** Knowledgeable in current and possible future practices, trends, and other information affecting the Democratic Party in Alaska and the country. Understands the competitive issues; aware of the political landscape for change and how collaborative strategies around the state work for the betterment of the Alaska Democratic Party; comprehends how collaborative strategies with national entities work for the betterment of the Alaska Democratic Party and candidates in Alaska.
- **Member Focus:** Dedicated to meeting the expectations and requirements of internal and external groups; effectively articulates and promotes Alaska Democratic Party programs

and services; talks and acts with Alaska Democratic Party values in mind; establishes and maintains effective on-going relationships with board members and all groups and gains their trust and respect.

*The Alaska Democratic Party is an equal-opportunity employer committed to creating an inclusive workplace. The Alaska Democratic Party is dedicated to achieving equality of opportunity for all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin, or disability.*