Position Title: Operations Manager

Location: Anchorage, Alaska
Reports to: Executive Director
Salary: Commensurate with experience, base 60K
Benefits: Dental, Vision & Health Insurance, Vacation, Relocation stipend (if applicable)

POSITION SUMMARY

The Alaska Democratic Party is hiring an Operations Manager who will ensure that our Party's administrative duties run smoothly and efficiently to prepare us for success.

The path to Democratic majorities in the nation's capital runs through Alaska: we have incredible flip opportunities for both the US Senate and US Congress, plus an open Governor's race and a suite of legislative races statewide that will be key to maintaining and growing the Democratic members of the bipartisan majority coalitions.

The Operations Manager is responsible for managing multiple, intense logistics projects. This position will lead all systems to support Party operations ranging from review of payroll to ensuring that bills are paid on time; managing operational processes related to staff hiring as the organization grows in 2026; managing operations for intra-Party leadership events such as Executive Committee meetings or the 2026 Convention; and managing the statewide physical office located in Anchorage, Alaska. The Operations Manager should be skilled in managing multiple competing priorities simultaneously while maintaining a sharp focus on details.

To Apply: Email a resume and cover letter to jobs@alaskademocrats.org. Please include "Operations Manager" in the subject line. Applications will be reviewed on a rolling basis, and qualified individuals will be contacted for interviews.

KEY RESPONSIBILITIES

- Assess and organize Party operations and lead logistics-heavy, interdepartmental projects.
- Support all administrative duties associated with the Party headquarters, such as greeting guests, answering phones, checking mail, depositing checks, paying bills, etc.
- Manage components of ADP staff onboarding training related to policies, procedures, and security standards set by the Party and process hiring paperwork. May assist with initial screening of applicants and writing job descriptions.
- Work closely with the Executive Director to accurately track projected expenses of supplies, technology, equipment, literature, and any additional expenses needed to run a coordinated campaign. Update compliance on expenditures.
- Assist the Executive Director with some administrative tasks, such as scheduling and notifying Party meetings, including Coordinated Campaign meetings, as well as tasks associated with the preparation and execution of those meetings.

- Some fundraising maintenance and upkeep, such as updating donor contribution information and contacting donors whose recurring contributions need to be updated.

QUALIFICATIONS:

- 2+ years experience of organizational operational support in any sector
- Excellent written and verbal communication skills. Ability to communicate clearly and proactively
- Experience managing large, competing projects at one time
- Must be resourceful, positive, adaptable, and driven
- A proven commitment to promoting equity and inclusion within a team
- A passion for social justice and a commitment to Democratic Party values.
- Ability to manage multiple projects independently
- Proficiency in Google Suite
- Detail-oriented and comfortable working in a fast-paced office environment

PREFERRED, BUT NOT REQUIRED:

- Experience working in Alaska communities or in rural communities
- Experience working within a multi-tiered structure, preferably within the Democratic Party
- Experience with NGP/EveryAction, QuickBooks

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.