



Job Announcement: Executive Director

The Virginia House Democratic Caucus is seeking a dynamic individual to fill the position of Executive Director. This is a full-time leadership position based in Richmond, VA. The Executive Director is in charge of all day-to-day operations of the Caucus, the management of caucus staff, and oversight of campaign operations.

Responsibilities:

- Oversee and manage the process of candidate recruitment
- Oversee and manage incumbent protection programs
- Write the annual caucus budget and ensure adherence to and funding of budget
- Select consulting team and negotiate pricing in consultation with Leadership
- Organize and run legislative assistant, campaign manager, and candidate trainings
- Interview, hire, and place campaign managers on targeted races
- Manage and oversee the funding process from the caucus to targeted campaigns
- Consult with targeted campaigns
- Interface with caucus leadership on campaign progress
- Hire and manage central caucus staff in consultation with the Leadership
- Assist caucus leadership and membership in support capacity during legislative session
- Oversee caucus leadership internal and external communications
- Ensure that caucus digital programs are up to date and effective

Qualifications:

- A minimum of 3 cycles of progressively responsible professional campaign experience including a cycle managing a state legislative race or as caucus staff. Prefer 5-7 cycles of campaign experience.
- Previous staff management experience
- Excellent personal skills with the ability to build and maintain strong relationships with caucus members and external stakeholders
- Must be organized and able to multi-task
- Be able to manage multiple deadlines and responsibilities
- Understanding of all aspects of elections, including state-of-the-art campaign techniques, campaign planning, targeting, polling, election, and get-out-the-vote programs
- Ability to become familiar with Virginia Political Landscape; previous Virginia experience is a plus

Salary is commensurate with experience.

To apply please send a cover letter, resume and three references to vahousedemsjobs@charnieleherring.com for consideration on a rolling basis.

No person shall be discriminated against in seeking employment with the VHDC because of race, color, religion, gender, age, national origin, ancestry, marital status, height, weight, creed, sexual orientation, economic status or disability.