

Deputy Executive Director (full-time, year-round)

The Nevada Assembly Democratic Caucus (ADC) is a full-time organization dedicated to expanding and protecting our Democratic majority in the Nevada State Assembly.

The ADC is looking for an experienced, full-time Deputy Executive Director to assist in maintaining the organizational infrastructure and the day-to-day operations of the Nevada Assembly Democratic Caucus.

Primary Responsibilities:

- Helps oversees all operations of the Assembly Democratic Caucus, including functioning as the direct supervisor to all coordinator positions and their staff
- Works with fundraising director to prepare and execute caucus and member fundraising plans in consultation with executive committee
- Assist in the management of staff, including hiring paid positions as well as oversight and training for both paid and volunteer staff. Collaborates with field director on the hiring, oversight, and training of member campaign managers
- Serves members and communicates regularly
- Facilitates and coordinates trainings
- Directs field director in the design and implementation of a quality field campaign, including individualized field plans for each member
- Oversees the caucus budget and expenditures engaging the assistance of the finance coordinator and treasurer
- Provides oversight to fundraising director and works with legal advisor as needed to ensure full compliance with all Nevada election laws, including timely campaign finance reporting
- Provides regular updates to caucus executive board
- Works collaboratively with consultants and vendors on strategy
- Provides caucus with strategic guidance and works with office and communications coordinator to develop messaging and ensure continuity and accuracy of messaging
- Builds and leverages key relationships with statewide allies
- Works with office and communications coordinator to manage internal communications for the caucus, including meetings, conference calls, and general updates
- Staffs caucus events and acts as administrative face of the caucus
- Assists with the development of criteria, recruitment and assessment of new candidates

Desired Qualifications:

- Strong commitment to electing Democrats to state government.
- Minimum one cycle (two preferred) on a statewide or caucus experience or equivalent experience preferred.
- Experience with NGP or other finance software preferred.
- Experience with VAN/Votebuilder preferred.
- Exemplary time management, planning, and organizational skills.

- Detail-oriented and able to prioritize and manage multiple projects.
- Must have a car.
- Lives in or willing to relocate to Las Vegas, NV for the duration of the campaign cycle and beyond.
- Work extended hours, including nights and weekends as needed.

Salary commensurate with experience, health insurance, and other benefits available.

Submit resume to paul@nvassemblydems.com

Please include a resume, cover letter, and three references.