

Executive Director Position West Virginia Democratic Party

The West Virginia Democratic Party is seeking a strategic and collaborative Executive Director to help build a strong sustainable state party capable of competing, organizing, and winning elections across West Virginia. This critical leadership role will lead the party's operations, fundraising, communications, and organizational development while strengthening party infrastructure, supporting county committees, expanding voter engagement, and building the capacity necessary to elect Democrats at every level.

The Executive Director serves as the senior staff leader of the West Virginia Democratic Party, reporting to the State Party Chair and working closely with the Executive Committee, county committees, and party stakeholders across West Virginia. Serving as the Chief of Staff to the Executive Committee, the Executive Director is responsible for implementing the party's strategic vision and priorities, managing daily operations, developing fundraising capacity, supporting county committees, and strengthening the infrastructure necessary for long-term success.

We are seeking a passionate, collaborative, and results-oriented professional with a demonstrated ability to build relationships, manage projects, solve problems, and lead organizational growth. The successful candidate will bring strong organizational skills, sound judgment, and the ability to manage multiple competing priorities in a fast paced environment. Experience in political campaigns, party organizations, fundraising, communications, voter engagement, or organizational leadership is strongly encouraged.. The Executive Director will report to the State Party Chair and will serve as Chief of Staff for the executive committee, playing a pivotal role in achieving the organization's mission.

Key Responsibilities

Leadership and Strategy

- Advise party leadership on political, organizational, and operational strategy, and develop long-term strategies to achieve organizational goals and priorities established by the State Party Chair and Executive Committee.
- Provide leadership in developing programs, organizational frameworks, and financial plans with the governing body.

Operations & Administration

- Oversee day to day operations
- Implements the strategic plan as approved by the State Executive Committee.
- Recruit, hire, and oversee all staff, ensuring high performance and effective management of teams, in consultation with the State Party Chair and Executive Committee
- Conduct regular performance evaluations and professional development initiatives.
- Foster a professional workplace that is compliant with local regulations.

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Financial Oversight

- Develop and manage annual budgets in collaboration with party leadership and the budget and Finance Committee.
- Monitor income, expenses, and financial reports, ensuring compliance with legal and organizational standards.
- Support efforts to build the financial capacity necessary to sustain year-round organizing, voter engagement, and party operations. Develop and manage annual budgets in collaboration with the Budget and Finance Committee and governing body.
- Oversee fundraising efforts and develop relationships with donors to create a robust apparatus for fundraising and cultivating large and small donors in order to fully staff the party's operation.

Communication and Advocacy

- Represent the organization publicly, fostering relationships with community groups, political allies, and other stakeholders.
- Manage internal and external communications, including branding and public relations.
- Development of communications and messaging with the State Party Chair and WVDP to support the Party, Elected Officials, and County Parties.
- Regularly update the governing body on organizational performance and key developments.

Program and Partnership Development

- Build and grow partnerships with national and local entities to advance organizational objectives.
- Support the development of county committee-level initiatives and ensure alignment with overarching strategies of the WVDP.
- Direct the efficient implementation of the chairperson's and leadership's directives

Additional responsibilities as assigned.

Salary range of \$65,000 to \$75,000, plus benefits. Compensation will be commensurate with experience.

Contact WVDP Chair

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