



Ada County Democratic Party Job Opening: County Executive Director

The Ada County Democratic Party is looking for a driven and determined Executive director to manage party operations including managing staff, securing funding for programs and budget, and supporting the mission of the party. Working closely with the party chair they are to execute on the vision of creating a better community by helping to elect good people to office.

EXECUTIVE DIRECTOR JOB DESCRIPTION:

Administration & Governance: The ED will support the Ada County Chair, Officers, and Executive Committee to fulfill the Ada County Democrats' mission. This includes strategic planning, staff management, and general upkeep of the organization.

Financial Performance and Fundraising: The ED will develop and execute a fundraising plan and monitor financial systems to provide and assure necessary resources for the ACD through both traditional fundraising and events. This includes donor research, list and call time management, and making asks to donors.

Public Relations and Outreach: Advise the Chair and coordinate all public communications from the ACD including with other activist groups, unions, PAC's, etc.

Candidate Recruitment and Training: Coordination and development of training materials and events as well as recruiting and supporting recruited candidates.

Desired Skills and Qualifications

Fundraising Prowess

Willingness to Relocate to Treasure Valley

Excellent organizational and time management skills

Salary and Benefits

The executive director is a full-time salaried position based in Ada County Idaho. Salary and benefits are commensurate with experience with a salary pay range of \$60,000-80,000, with health care benefits, paid time off, and sick time.

To Apply:

Please send a resume, cover letter, and any other information you feel pertains to the position to chair@adademocrats.org before 1/22/2024

The Ada County Democratic party is an equal-opportunity employer