

**Position: Executive Director**

**Organization: Somerset County Democratic Committee**

**Location: Bernardsville/Somerville, New Jersey**

**Type: Full Time**

**Start Date: April 2021**

### **JOB DESCRIPTION**

The Executive Director, working with the Chair and Executive Committee, develops and implements the Somerset County Democratic Committee's strategic plan and oversees the administration and programs of the party, including political affairs, campaign management, paid and volunteer personnel, membership, fundraising, communications, and technology.

Over the past few years the Somerset County Democratic Committee has had historic success, and is looking for a political up-and-comer to help deliver even more wins. In the upcoming campaign, the county will be defending full control of the County Board of Commissioners. This is an opportunity for someone to learn and grow in a supportive environment, and build a reputation to lead to significant career growth.

### **Required Skills, Knowledge and Characteristics:**

Ability to lead in a fast-paced environment, manage and prioritize a large workload, and effectively delegate responsibility.

Strong communicator in writing, presentations and in interpersonal communication.

Highly developed, demonstrated leadership and teamwork skills.

Strong knowledge of political campaign strategy, public policy, municipal, county and state government. Knowledge of New Jersey and Somerset County politics a plus.

Able to direct the efforts of a team including elected officials, party officials and supporters. Ability to recruit and motivate volunteers and communicate respectfully and productively with a wide variety of people of various skills, temperaments and responsibility.

Demonstrated ability to increase organizational efficiency and continuously improve methods and programs while being cost-sensitive. Commitment to continuous learning.

Familiarity and skill with Microsoft Office, voter databases such as the Voter Access Network (VAN), social media, website management, and customer relationship management (CRM) systems such as NationBuilder, SAGE or Salesforce.

Active and valid U.S. driver's license and ongoing access to a motor vehicle.

### **Responsibilities:**

#### **Somerset County Democratic Committee Affairs**

Schedule and facilitate meetings for the Chair, executive and finance committee meetings, nominating conventions and re-organization meetings; maintain SCDC's calendar of events. Oversee compliance and other administrative requirements, meet filing deadlines.

### Political Affairs

Develop and implement a plan to strengthen and expand the SCDC; develop and manage the SCDC's election strategies; assist state, county and municipal campaigns with election needs; conduct coordinated field operations and GOTV.

### Office & Scheduling

Oversee campaign headquarters staffed with volunteers and interns to conduct general office work; communicate with supporters and voters, maintain organization files; ensure data integrity.

### Volunteer & Internship program

Responsible for all aspects of internship and volunteer program including promotion, recruitment and management, assigning and coordinating volunteers for events, office headquarters and campaign work.

### Fundraising

With the Finance Committee chair, create a yearly fundraising plan and oversee its execution, plan and oversee events, and assist Treasurer with compliance.

### Communications

Create a comprehensive communications plan, including messaging, media outreach, press releases, social media coordination, website and email, and oversee its execution; develop and maintain professional relationships with national, state and county elected officials and organizations.

### Technology

Develop and maintain organization web presence via website, Facebook and Twitter. Ensure data integrity for county committee, donors, volunteers, interns and other constituencies using centralized CRM systems. Recommend hardware and software systems and upgrades.

### **Experience:**

Minimum 2 cycles as paid staff in county, state or federal elections, or a minimum 5 cycles as staff at municipal level.

Experience supervising and managing a professional or volunteer staff.

### **Education:**

Bachelor's Degree; political science degree a plus

Campaign training a plus

### **How to Apply:**

Submit resume, writing sample and salary requirement, E-mail – Mike Goldberg, [mikegold722@gmail.com](mailto:mikegold722@gmail.com)

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