

**Location**

Plano, TX

**Organization**

Collin County Democratic Party

**Position**

Executive Director

**Job Description**

About the Collin County Democratic Party (CCDP)

The mission of the Collin County Democratic Party (CCDP) is to elect more Democrats and champion the Democratic values of equal opportunity, justice, and the common good for all people in Collin County, Texas. Collin County is a political battleground and is the sixth most populous county in Texas, with a population of approximately 1.2 million people. It is the wealthiest county in the state and has been trending towards the Democratic Party in presidential elections from 2000 to 2024, with this year anticipated to be the year Collin County turns blue in the Presidential race. The county's diversity is increasing annually, with almost a third of the residents speaking a language other than English at home and almost a quarter of the population being foreign-born. The demographic makeup is equally split between white and non-white populations.

About the Executive Director opportunity

The CCDP is seeking an Executive Director (ED). In partnership with the elected CCDP Chair, and the elected officers of the CCDP, the ED will serve as the senior operations manager of our organization. The ED is responsible for helping to develop and execute the strategic plan, activities, management, and growth of the CCDP. This critical role requires a strong combination of strategic thinking, operational and organizational skills, and interpersonal relationships.

The position reports directly to the CCDP Chair.

**Responsibilities include:**

Collaborate with the Officers of CCDP to develop and execute a strategic plan.

Collaborate with CCDP Leadership in developing and executing an election plan to turn Collin County blue.

Supervise the Coordinated Campaign efforts, ensuring alignment with the election plan.

Supervise the Precinct Chair Operations to ensure their contributions to the election plan.

Supervise, coach, and support volunteers regarding workplace culture, policy, and procedures.

Supervise and oversee the CCDP office, utilizing volunteers as needed to staff operations.

Ensure the CCDP office is open and staffed during published hours and that phones are answered.

Respond to emails and voicemails as needed.

Develop and maintain key relationships with volunteers, donors, key community partners, elected officials, and candidates.

Regularly attending Texas Democratic Party and CCDP meetings (virtual and in-person).

Other duties as assigned.

### **Qualifications**

Experience working with complex spreadsheets, such as Google Sheets and/or Excel.

Strong competency with all digital platforms (phone, apps, web browser, email).

Excellent verbal and written communication skills.

Experience managing staff and/or volunteers.

Experience using NGP/VAN is desirable.

Experience working with candidates or elected officials is a plus, especially in Texas.

Ability to be flexible and adapt quickly to meet the ever-changing needs of CCDP.

Experience with fundraising is a plus.

Be an active, engaged Texas voter committed to Democratic Party values and success.

### **Job Details**

Applicants must live in Collin County and be able to regularly be at the CCDP Office in Plano, Texas.

Must have the ability to travel to various events and meetings across the county.

Expected work hours will be 30-40 hours per week.

Hourly compensation will be between \$20/hour and \$35/hour, depending on experience and qualifications.

Expected start date is August 16, 2024.

The position is initially temporary for three months (until mid-November), with the possibility of extension based on job performance, budget, and County Executive Committee approval.

If you are interested, please email your resume to [hire@collindemocrats.org](mailto:hire@collindemocrats.org) by Aug 8, 2024 at 5pm.