

JOB DESCRIPTION

EXECUTIVE DIRECTOR OF THE JACKSON COUNTY DEMOCRATIC COMMITTEE

DEFINITION:

The Executive Director is the operating arm of the Jackson County Democratic Committee (JCDC). He/she reports directly to the Chair of the JCDC and carries out all directives and initiatives of the Central Committee. He/she is also responsible for raising funds in support of the JCDC headquarters.

DUTIES AND RESPONSIBILITIES:

1. Manages the day to day operations of the JCDC headquarters
2. Recruits and supervises volunteers at headquarters
3. Responsible for upkeep and use of office equipment
4. Maintains and updates voter databases
5. Responsible for raising monies in support of the JCDC headquarters, operating budget (including salaries) and general fundraising
6. Initiates and coordinates media releases and public appearances for elected officials and the chair of the JCDC
7. Communicates and networks with the State Democratic Party and various community groups of the Democratic Party such as labor unions, Democratic clubs, minority organizations, etc.
8. Implements various strategies, initiatives, or projects of the Chair of the JCDC
9. Reports to the JCDC periodically as to the progress of strategic plans
10. Mentor young people and develop internship opportunities
11. Assist with organizing the annual Truman Days event
12. Produce monthly newsletter and update web site
13. Raise sufficient funds to cover the Executive Director's salary

JOB REQUIREMENTS:

1. Ability to apply basic principles of supervision
2. Ability to communicate well both written and orally
3. Knowledge of and ability to apply techniques of fund raising
4. Ability to operate and understand computers and other office equipment
5. Knowledge of how to conduct political campaigns
6. Work with diverse interests in a respectful manner, ensuring a successful team

**POSITION NOW AVAILABLE:
EXECUTIVE DIRECTOR**

**JACKSON COUNTY DEMOCRATIC COMMITTEE
Jackson County, Missouri**

JOB SUMMARY:

The Executive Director is the operating arm of the Jackson County Democratic Committee (JCDC). He/she reports directly to the Chair of the Committee and carries out all directives and initiatives of the JCDC.

QUALIFICATIONS:

The Director should be a self-starter who can take the initiative when needed. He/she should possess basic Democratic values and have the necessary credibility to interact with Democratic interest groups and the community. The Director should be computer literate and possess good oral and written communication skills. Some skill-based experience is necessary for this job: campaigning, managerial, and fundraising experience. A college degree is preferred. A criminal background check will be performed.

SALARY:

This is a full-time position that requires a very flexible work schedule. Salary is negotiable, \$30,000 to \$40,000 per year, inclusive of potential benefits.

APPLICATION:

Please submit a resume and cover letter explaining how and why your qualifications are appropriate for this position. Three reference letters from people who know you well are also required. Please send your application to be received by July 2, 2007 to:

Stephen Bough
Law Offices of Stephen R. Bough
917 W. 43rd Street, Suite 100
Kansas City, MO 64111

Please request your references send their letters to the above address to be received by July 2, 2007.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER