



Iowa Senate Majority Fund

Job Description: Executive Director

Position Overview

Iowa Senate Democrats are hiring an Executive Director to lead our campaign committee, the Iowa Senate Majority Fund. This is a senior staff position reporting directly to newly elected Iowa Senate Democratic Leader Zach Wahls. Leader Wahls is excited to invigorate, modernize, and drive change across Iowa, beginning with his own caucus and political operations. The Senate Majority Fund Executive Director (SMF/ED) will have significant influence, responsibility, and opportunity as Democrats rebuild in Iowa. The SMF/ED reports directly to the Senate Democratic Leader and will work with all members of the Democratic Caucus and staff. This position will require extensive hours and statewide travel. The salary range for this position is \$70k – \$90k with core benefits including healthcare with vision and dental, a 401(k) match, paid vacation and paid sick leave. Additional benefits may be available. This position can begin remotely but will be expected to relocate to Iowa.

Qualifications

Leadership and a “can-do,” growth mindset are the most important qualities of the next Executive Director (SMF/ED). The SMF/ED must be able to quickly win the respect of other Senior Staff, the members of the caucus, and key partners. Iowa Senate Democrats are currently in an 18-32 minority, so the SMF/ED must understand how to stretch the budget in a highly strategic way, demonstrate the ability to think outside the box, challenge conventional wisdom, relentlessly drive change, and never tire of asking, “What about this idea?”

The Executive Director must possess:

- Dedication, focus, and the ability to lead — and collaborate — by example.
- A willingness to do thankless jobs without a second thought.
- A lowkey, practical, democratic, and highly responsive communication style.
- The ability to motivate colleagues, members of the caucus, allies, and candidates.
- Strong convictions and the courage to stand apart in high-stakes group conversations.
- The ability to stay calm in high-pressure and fast-paced moments of turmoil.
- Exceptional communication skills, including reading, writing, and editing.

The SMF/ED must have significant campaign management experience with at least three cycles of campaign experience and at least one as the campaign manager for a contested race. Campaign experience in Iowa or other rural / red state experience is strongly preferred. Qualified applicants must have success in managing both consultant teams and multiple direct reports, motivating staff, and developing and executing winning strategic plans. Strategic planning skills should include developing and monitoring clear objectives, key results, and key performance indicators in the areas of field, fundraising, operations, communications, and more. Superior project management skills are a must to make sure campaign strategies and tactics adapt and change with the dynamics throughout the election cycle. Interest in and familiarity with cutting-edge campaign technology is required. Familiarity with the state legislative process is preferred. As a member of the Iowa Senate Democrats Senior Staff, the SMF/ED will work to advise on legislative strategy before, during, and after the Iowa legislative session, which lasts the first 100 days of each calendar year.

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Job Responsibilities

1. Strategic Planning and Staff Management

- Works with other Senior Staff to develop a four-year strategic plan to retake the majority.
- Sets clear objectives, key results, and key performance indicators for staff and candidates.
- Monitors execution on these objectives and regularly updates the Leader on progress.
- Will work with the leader to develop a new approach to working with candidates in the primary process to better prepare, set expectations, train, and support candidates for the general.
- Designs and monitors incumbent protection plans for caucus members.
- Manages SMF staff, including hiring and training of paid positions.

2. Candidate Recruitment and Management

- Primarily responsible for working with members of the caucus, local activists, and other party members to identify and recruit Senate candidates.
- Will be available to Senate candidates to answer questions as needed.
- Creates a “campaign starter guide” to guide candidates from campaign launch to election day.

3. Campaign Operations

- Leads RFP process to hire consultants and vendors for 2022 and beyond.
- Leads consulting team and vendors to plan and execute paid communications in targeted legislative races.
- Proactively explores innovative campaign strategies, tactics, technology, and tools.
- Ensures compliance with all Iowa state election law.

4. Fundraising Leadership

- Works with the SMF Finance Director to assemble and execute a Finance Plan.
- Staffs the Leader in various fundraising activities and prepares necessary materials.
- Builds and maintains relationships with national partners and potential investors.

5. Political and Media Communication

- Serves as primary point of contact for party, partner, and allied groups and participates in staff communications with other Iowa political leaders.
- Ensures Iowa Senate Democrats are being represented in intraparty affairs and decisions.
- Assists with drafting, editing, and distributing media communications documents.

6. Legislative Strategy

- Develops a legislative strategy document before each session to identify political strengths, weaknesses, opportunities, and threats.
- Participates in regular meetings about ongoing legislative developments and will work to learn and stay informed about all members of the Iowa Senate.

How to Apply

Please email (1) a cover letter, (2) a resume, (3) a list of three or more references, and (4) a short, two pages or less, writing sample (e.g. a principal brief, fundraising memo, persuasion script, or other document from a prior role) to the Iowa Senate Majority Fund at Senate@IowaDemocrats.org. References should include one person who was directly managed by the applicant and one person who directly managed the applicant. For questions about this position, please contact the above email address. Consideration of applications will begin on Monday, March 1, 2021 at 9:00 am and will be ongoing until the position is filled.

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Please contact Carissa Best at 515-205-0108 for any accommodations you need for the application and interview process.

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