



**Position:** Executive Director

**Compensation:** Commensurate with experience and competitive within the industry

**Location:** Miami, Florida

**Reports to:** Chair and the Steering Committee

**To Apply:** Please send a resume and cover letter to [chair@miamidadedems.org](mailto:chair@miamidadedems.org) and include "Executive Director" in the subject line

**Position Description:**

In collaboration with elected officers and committee chairs, the Executive Director is responsible for overseeing the day-to-day operations of the Party which includes, organizing volunteers, issuing press releases, planning fundraisers, heading our endorsement process, executing the party's strategic plan, ensure compliance with state/local authorities attending community events and hiring and supervising additional staff. This person will also act as a liaison for various campaigns and progressive organizations. This is not a 9-5 position.

**Preferred Candidate Attributes:**

- Dedicated Democrat
- Bachelor's Degree
- Familiarity with the politics of Miami-Dade County
- Experience in political communications
- High level experience in political fundraising
- Previous leadership positions
- Ability to travel throughout the county
- Experience with VAN and NationBuilder
- Spanish and/or Creole fluency a plus
- A firm commitment to the organization until at least January 2021

**Benefits:**

- Employer paid health insurance
- Flexible schedule
- Paid vacation and holidays
- Volunteer and educational opportunities, employer sponsored events
- You get to help defeat Trump

The Miami-Dade Democratic Party is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender identification, sexual orientation, national origin, veteran status, marital status, disability or any category prohibited by local, state or federal law (even if Mike Pence is trying to remove said prohibition).