



## **Deputy Political Director Job Description**

The Democratic Party of Virginia (DPVA) seeks a proactive and skilled Deputy Political Director to help ensure Party business is conducted effectively, efficiently, and in accordance with Party rules and procedures. The Deputy Political Director will work under the Political Director to help manage State Central and Steering Committee business, provide basic political and administrative support to local party organizations, and track all deadlines and timelines for Party business.

### **Responsibilities of the Deputy Political Director will include but are not limited to:**

- Work closely with the Political Director to build strong relationships with elected officials, allied organizations, local Democratic Committees, and Central and Steering Committee members;
- Act as an informational resource for candidates and campaign managers to familiarize them with DPVA practices and procedures;
- Encourage local Democratic committees to reach out to all appropriate organizations and individuals and publicize opportunities to get involved with their local Democratic Committee;
- Help to organize, plan and execute all meetings of the Steering and Central Committees as required by State Party bylaws; and
- Assisting in any other tasks as assigned by the Political Director

### **Desired Skills and Qualifications:**

- Minimum of 2 years paid/unpaid work in political, advocacy, and/or campaign operations;
- Excellent written and verbal communication skills;
- Exceptional people skills and patience;
- Excellent organizational skills
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Willingness and ability to work outside of normal business hours;



- A familiarity with Party Bylaws and the structure and role of Party Organizations;
- Responsive and positive team player who enjoys versatility and constant new challenges;
- Ability to travel within Virginia and access to vehicle for personal transportation;
- Proficient in Microsoft Word, Excel, Google Docs, NGP-VAN, Zoom and other live streaming platforms;
- A strong commitment to Democratic values;
- Preferred: 2 years of Virginia political experience

**Salary & Benefits:**

- Salary is \$45,000-65,000 annually and commensurate with experience
- Position is based in Richmond, VA
- PTO available as approved by supervisor, no accruals/balances Insurance: 100% employer contributions; 4% 401(k) match available after one year of work
- The Democratic Party of Virginia Staff is unionized and represented by UFCW Local 400.

**To apply, please submit your resume and cover letter to [jobs@vademocrats.org](mailto:jobs@vademocrats.org) with “Deputy Political Director” in the subject line**