

## **JOB ANNOUNCEMENT**

### **Executive Director**

The Alabama Democratic Party is seeking to fill a full-time position as the Executive Director of the Alabama Democratic Party immediately.

The positions will remain open until filled. The candidate must be bondable and have a current driver's license. The desired candidate should be able to work long hours, possess good public relation skills, be able to relate amicably with diverse groups, be available for a background check, have a good work ethic, previous work experience in administration, an organization required.

### **Executive Director Duties and Qualifications**

- Report to the Chairman and serve at the pleasure of the Chairman of the Alabama Democratic Party (ADP).
- Minimum Education- Bachelors Degree
- Must live in Montgomery or the Montgomery Area.
- Salary: \$60,000-\$70,000/yearly    Benefits: Negotiable
- Must be a productive fundraising strategist year-round
- Develop fundraising calendar and direct mail-in campaigning year-round.
- Work with staff, officers, consultants, vendors and donors
- Raise funds through personal calls within and out of the party on a day-to-day basis.
- Monitor the cash flow and keep the chair and treasurer informed on the incomes and expenditures as authorized by the budget.
- Meet with the Executive Board and State Democratic Executive Committee (SDEC) as needed and as assigned by the chair.
- Must have excellent communication skills, verbal and written.
- Must be able to meet, respond, and convey to the press the Democratic Party's position on issues that arise from time to time.
- Cooperate with the staff and officers of the Democratic National Committee (DNC).
- Work with district, county, and political groups within the Alabama Democratic Party and other State parties throughout the country.
- To work effectively and harmoniously with Democratic office holders throughout the State.
- Work to ensure the staff is committed to affirmative action.
- Learn the ins and outs of technology and be able to manage it at a reasonable level.
- Work to understand election laws, party rules, the Voting Rights Act, and court cases dealing with the right to vote.
- Travel through the state to help build the Alabama Democratic Party at the county level and be prepared to make speeches to any group concerning the Party's view(s) on various issues.
- Work and cooperate with Democratic groups, such as the Alabama Democratic Conference (ADC), Democratic Legislature, College Democrats, and others.
- Work and cooperate with Democratic candidates for public offices.
- Be generally familiar with current political issues.
- Be generally familiar with election laws of the State of Alabama.
- Be familiar with the rules to the DNC and the rules of the SDEC.
- Work with county democratic committees.
- Testify before committees at the state and national levels as assigned.
- Ensure all bills are paid on time.
- Report all income to the treasurer in a timely manner.
- Carry out other duties that may be assigned, from time to time, consistent with duties as Executive Director.

#### **Remit Resume to:**

Randy B. Kelley, Chair  
Alabama Democratic Party  
P.O. Box 950  
Montgomery, AL 36101

#### **Or via email to:**

[randy@aldemocrats.org](mailto:randy@aldemocrats.org)