



Northern Nevada / Southern Nevada Deputy Director

Overview

The Nevada State Democratic Party (NSDP) is seeking a dynamic, committed individual to join our staff as Northern Nevada/Southern Nevada Deputy Director. We are looking for a person with concrete management experience in a political environment, including demonstrated experience with staff supervision, event organization, budget management and policy development. Leading candidates will complement existing talent in our organization. Additionally, the Deputy Director will be an aggressive innovator of new ideas, approaches, and opportunities to expand on our organizational impact. The Northern Nevada Deputy Director will be based in Reno, NV and the Southern Nevada Deputy Director in Las Vegas, NV both reporting to the Executive Director.

Duties & Responsibilities

- Work at the direction of the Executive Director in carrying out the political, organizational, and financial goals of the NSDP
- Supervise organizing staff
- Establish and ensure outreach and organizational goals are met
- Promote and support County Party outreach efforts, the Voter Registration Arbor Project, Down Ballot Initiative, Voter Identification Project, and other organizing efforts as assigned
- Build relationships with elected officials and community partners
- Manage workflow for political and organizing events
- Manage political outreach calls and community engagement events
Serves as a resource to county parties, NSDP officers, NSDP staff, and candidates for organizing strategies
- Work in support of other NSDP programs, with responsibility for leadership where needed in the absence of the Executive Director
- Conducting Trainings for county parties, caucuses, local candidates, and other organizations as needed
- Fundraising programs and events, including maintaining donor relationships, and recruiting new donors
- Miscellaneous Duties as assigned by the Executive Director including:
 - Staff management
 - Communications efforts
 - State Central Committee



Desired Skills & Qualifications

- Minimum of two to three years of related work experience on a political campaign, for a state party or national committee, or for a non-profit organization
- Passion for electing Democrats and working with members of the broad coalition that make up our Party
- A record of and a commitment to innovative approaches in addition to the traditional organizing tactics and strategies
- An understanding of both state and federal election law is preferred, as is a demonstrated ability to understand the interplay of Coordinated/Independent Expenditure
- Strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines
- Exceptional people skills and patience with the ability to build and maintain strong relationships
- Excellent verbal, written and analytical skills including the ability to publicly speak persuasively in a charged atmosphere
- A self-starter who enjoys versatility and constant new challenges
- Experience with NGP VAN or equivalent political software
- A strong commitment to Democratic values

How to Apply

Send your resume, cover letter, and contact information for two references to jobs@nvdems.com. Please include "Northern Nevada/Southern Nevada Deputy Director" in the email subject line. This position will be open until filled and applications will be reviewed on a rolling basis.

Salary: \$54,000 including a comprehensive healthcare benefits package.

Equal Opportunity/Diversity Policy

The Nevada State Democratic Party (NSDP) prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee. The NSDP is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment.

NSDP's equal opportunity policy covers all programs, services, policies, and procedures of the NSDP, including opportunity for employment and treatment as a NSDP employee, as well as opportunities for Consultants to contract with the NSDP.

The NSDP is committed to building a staff that reflects the diverse communities that makeup our state and the Democratic Party. Working towards the goal of a diverse NSDP, our policy extends to both Staff and Consultants.

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