



## **JOB ANNOUNCEMENT**

**Executive Director**  
**Washington State House Democratic Caucus Campaign Committee**  
**Headquartered in Seattle, Washington**  
**FLSA Status: Exempt**

The Executive Committee of the House Democratic Caucus Campaign Committee (HDCC) seeks an energetic and skilled Executive Director who will lead the organization to achieve its mission.

### **Mission**

Founded in 1995, the HDCC is the political arm of the Washington State House Democratic Caucus. It is a statewide organization whose mission is to win 50 or more seats in the Washington State House of Representatives every two years, by defending all House Democratic incumbents in good standing and recruiting, training, funding, and electing additional Democrats to the State House.

### **Structure**

The organization has two main elements: the HDCC, and its associated PAC, the Harry Truman Fund. The HDCC directly helps Democratic incumbents and candidates win election to the Washington State House of Representatives. The HDCC provides organizational, strategic, and monetary support to Democratic candidates to maintain a majority in the State House.

The Harry Truman Fund works indirectly to provide the necessary infrastructure to recruit, train, and support Democratic candidates for the State House. Its major tasks include candidate recruitment, issue training, analysis of legislative district voting patterns, message development and training, party building, and voter registration.

### **Responsibilities**

Reporting directly to the Chair of the HDCC, working closely with the Speaker of the House, and using a racial equity lens and commitment to inclusivity, the HDCC Executive Director will be responsible for:

#### **Organizational Health**

- Manage all aspects of HDCC operations.
- Develop and execute all HDCC plans including budget, fundraising, research, and overall campaign plan. Write and implement data driven targeting strategy.

- Directly participate in fundraising.
- Hire, train, and supervise all HDCC permanent and campaign cycle staff.
- Monitor the budget and produce monthly cash flow reports.
- Staff the Truman Fund Board of Directors and coordinate all Truman Fund work.
- Lead the HDCC's anti-racist, equity, and inclusion organizational work.

#### Candidate Leadership and Development

- Identify potential candidates and coordinate recruitment to build a high quality and diverse roster of Democratic candidates running for the Washington State House.
- Oversee the research and polling plan and work directly with all candidates and campaigns on message, polling, and overall strategy.
- Represent HDCC and establish equitable guidelines for research firms, consultants, and other campaign vendors, and monitor their work product.

#### Caucus Support

- Staff the HDCC Executive Committee and provide relevant political and budget updates.
- Represent HDCC with the State Party, the Washington Senate Democratic Campaign, the Democratic Legislative Campaign Committee, and other key constituent groups, donors, and diverse community groups and partners.
- Advise on policy matters.

Other duties as assigned

#### **Requirements**

The ideal candidate should have a bachelor's degree in political science, public administration, government, communications, or related work history with a minimum of six years of experience in electoral politics. In addition, evidence of successful engagement with diverse communities and work history with a legislative caucus are strongly preferred.

Candidate must be highly motivated and well-organized with strong communication skills. Candidates should have the ability to work successfully on long-term projects and work effectively with others. Travel and evening and weekend work are required.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the position. Nothing in this job description restricts the Speaker of the House or the HDCC Chair's right to assign or reassign duties, responsibilities, and activities to this job at any time with or without notice.

#### **Compensation**



HOUSE DEMOCRATIC CAMPAIGN COMMITTEE

This position is full time, with frequent work in evenings and on weekends. Salary is commensurate with experience, range between \$100,000 - \$120,000. The HDCC offers full health and dental benefits for employees, 401k, and travel and cell phone reimbursement.

**Process**

To apply, please send a resume, cover letter, and three references (one of which should be from a manager and another from a direct report of the applicant) to Katy Ozog at [Katy@hdcc.org](mailto:Katy@hdcc.org) with the email subject line “HDCC Executive Director”.

The HDCC is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity and expression, age, disability, or any other protected factor. We also engage in anti-discriminatory hiring practices, folks who are women, queer, trans, non-binary, Black, Indigenous, people of color, parents, have different abilities, are immigrants are encouraged to apply. The HDCC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.