



The Nebraska Democratic Party is building a team of strong, experienced staff to help reform the party, raise resources, train the grassroots, lead on issues important to voters and elect candidates across our state.

**POSITION TITLE:** Party Affairs Director

**REPORTS TO:** Executive Director

**LOCATION:** Lincoln, Nebraska

**SCOPE OF POSITION:**

The Party Affairs Director, working with the Executive Director, State Chair, party officers and elected officials, oversees all grassroots outreach to build the party. The Party Affairs Director is responsible for working with community, allied groups and County Parties to help win elections for Democrats in a complex, competitive political environment.

**EXPERIENCE:**

To apply for this job, you must have at least 3 years of professional nonprofit, business or political communications experience.

**RESPONSIBILITIES:**

The position is responsible, at a minimum, for the following:

- Serve as the main point of contact of the Nebraska Democratic Party for County Party leaders, committee chairs, party leaders, grassroots activists and allied groups with a clear focus on County Party leaders.
- Organize all County Party and grassroots projects that build the state party infrastructure to help candidates win elections. This includes helping secure 93 County Party Chairs.
- Manages all listserves and databases of party leaders and stakeholders. This includes creating a strong volunteer database and system so when a candidate decides to run for office a list of trained and enthusiastic individuals who can help knock doors, call voters and help with vote by mail programs is sent to the candidate.
- Work with the Chairs of the “Blue Bench Project” to coordinate all trainings, conference calls and other ideas around ensuring the Democratic Party supports Nebraskans wanting to serve in office or as a party leader.
- Find all national and state resources for training we can then pass on to the counties in their efforts to win elections.
- Visit each county party at least once every two years to offer localized training. While in the counties, identify possible candidates and surrogates to help win elections.



- Identify and maximize on opportunities to partner with allied groups on issues in the Democratic Platform such as climate change, family farms, felon voter rights, clean energy and college affordability.
- Facilitate good communication between party leaders and grassroots activists. This includes regular blog posts, updating event calendars (on the website and Facebook of upcoming trainings, rallies, etc.) and other ideas to keep everyone informed and moving in the same direction.
- Attend the State Central Committee meetings and the State Convention serving as a key staff member to execute meetings and trainings.
- Attend—as needed—Democratic National Committee and the Association of State Democratic Chairs meetings with the Nebraska Party Chair and other officers.

#### **SKILLS REQUIRED:**

Candidates must have the following skills:

- Excellent listening skills that does not internalize criticism but instead acts on suggestions being brought forward.
- Enjoys driving (!) and meeting with rural and urban Nebraskans from all backgrounds.
- Track record of bringing creative solutions to the job.
- Knowledge and understanding of political dynamics within Nebraska including how the SCC, SEC, Caucus and county party structure works.
- Obsessed about the success of the Democratic Party and the quality of life for Nebraskans.

#### **APPLY:**

Submit resume, 3 references and a cover letter that includes salary requirement to the NDP Secretary, Charlene Ligon, [charlene.ligon@nebraskademocrats.org](mailto:charlene.ligon@nebraskademocrats.org).