



“WE CONNECT, ELECT, AND EMPOWER DEMOCRATIC MUNICIPAL OFFICIALS”

Democratic Municipal Officials (DMO) is a national association of elected mayors, city council members, and other municipal leaders who identify with the values of the Democratic Party. DMO accomplishes its mission to connect, elect and empower municipal elected officials by leveraging its national network of members, alumni and strategic partners. As a constituency organization of the Democratic National Committee (DNC), Democratic Municipal Officials is the Democratic voice in local politics and the local voice in Democratic politics.

The Democratic Municipal Officials (DMO) is searching for its next Executive Director to lead the organization during an inflection point in its history. We are seeking a seasoned leader to increase the organization’s meaningful impact by building its brand affinity with members, educating municipal officials on national policy initiatives they can utilize in their roles, connecting elected officials with local, state and national resources and electing Democrats to municipal offices.

POSITION SUMMARY:

In collaboration with the Board of Directors, the Executive Director (ED) is responsible for leading all aspects of the organization. The ED is responsible for the day-to-day management of the organization, serves as the main staff partner to the Board and helps to accomplish the mission and annual goals of the organization. The ED will lead all fundraising activities with staff and consultants to ensure continuous revenue streams to accomplish mission critical activities. The ED, in conjunction with staff, will be responsible for fiscal oversight, including budgeting, revenue and expenditure tracking and presenting financial reports and programmatic updates to the Board. The position will actively manage all staff to ensure execution against all stated goals and work plans. The ED will be the main spokesperson for the organization and responsible for building and maintaining strategic partnerships.

LOCATION:

This position is based in Washington, DC (preferred), and requires regular travel to conferences and meetings across the country.

SALARY:

Competitive salary based on experience in similarly situated organizations.

EDUCATION / EXPERIENCE:

Advance degree (Law, Masters or equivalent) or Bachelor’s degree coupled with extensive experience in political/government service or non-profit administration. Experience with managing human and financial resources. Professional or volunteer experience on political campaigns, in government office, in labor unions or issue advocacy campaigns or related experience is essential.

DUTIES & RESPONSIBILITIES:

- Works with the Board of Directors to set strategy, priorities and goals to ensure the organization is living out its mission.
- Ensure alignment of staff structure and goals to meet organizational goals.
- Manage DMO staff and consultants, including giving ongoing feedback and annual reviews.
- Has primary responsibility for communicating the mission and message of the organization, including matters of policy, planning and projects.
- Fiscal oversight of the organization including budgeting, forecasting and reporting and reviews all contracts for the organization.
- Serve as the primary fundraiser. Ensuring the organization has a steady income stream from members, sponsors and donors, through, but not limited to, direct solicitations, national events, membership drives, digital campaigns.
- Work with staff, board and partners to identify strategic locations or municipal races to get involved with in order to get Democrats elected.
- Establish and maintain strategic partnerships in order to advance the mission of the organization.
- Operationalize newly created Political Action Committee to help elect Democrats to municipal office.
- Reports to the Board of Directors.

QUALIFICATIONS/SKILLS

- Advanced degree preferred (JD, MPA/MBA) or equivalent mix of education and work experience.
- At least five years of senior executive leadership at a political or policy organization. PAC experience is a plus.
- Strong managerial skills in a fast-paced work environment.
- Knowledge of national politics, policy and the Democratic Party is preferred
- Must be inclusive, collaborative, and demonstrate exceptional oral and written communication skills.
- Demonstrated record of strategic partnership development.
- Familiarity with fundraising and events.
- High level of integrity and trustworthiness, mature judgment in handling confidential and sensitive information.
- Effective and timely communications with staff, board and stakeholders.
- Commitment to the mission of DMO and Democratic principles.
- Display commitment to issues of diversity, equity, belonging, and inclusion.
- Proven ability to be a self-starter, proactively lead, offer opinions and direction, and operate with a sense of urgency, drive, and energy.
- Willingness to travel and work non-traditional hours when necessary.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and is subject to change based on the needs of the organization

At the DMO, we offer a rewarding work environment for our staff. We take pride in offering competitive benefits with employer paid health, dental and vision coverage; more than 30 days of paid time off including Federal holidays, vacation and personal days, mobile phone reimbursement, 401k match of up to 4% of salary and employer paid life insurance policy.

Please submit your letter of interest and resume to Resume@NationalDMO.org. Materials received by **March 10, 2023 will be given priority consideration.**

ADDITIONAL INFORMATION

- This position is an exempt position and ineligible for overtime.
- Qualified candidates of diverse backgrounds are encouraged to apply.

DMO is an Equal Opportunity Employer and is committed to fair employment practices in all aspects of selection, hiring and ongoing employment. We believe that providing equal opportunities for all employees is both a moral responsibility and a good business practice. In addition, each employee has the right to work in an environment free from all forms of unlawful discrimination. Consequently, DMO does not tolerate discrimination on the basis of race, color, religion, sex, age, national origin, citizenship, veteran status, marital status, sexual orientation, gender identity or expression, physical or mental disability, familial relationships, or status in any other legally protected group.