



“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 and serves as the main staff partner to the Board. 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 external 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:

Salary range is \$135,000 to \$160,000 annually (plus benefits package.)

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 and staff 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.
- Serves as the primary fundraiser for the organization. Ensures 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.
- Works with staff, board and partners to identify strategic locations or municipal races to get involved with in order to successfully elect Democrats.
- Establish and maintain strategic partnerships in order to advance the mission and long-term success of the organization.
- Operationalize newly created Political Action Committee to help elect Democrats to municipal office.
- Reports to the Board of Directors and has a variety of staff and consultant direct reports

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 strongly preferred.
- Must be inclusive, collaborative, and demonstrate exceptional oral and written communication skills.
- Has previously demonstrated a record of strategic partnership development, along with a history of maintaining said partnerships.
- Familiarity with fundraising, campaign finance regulations and events.
- High level of integrity and trustworthiness, along with sound 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.
- Has displayed a strong 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.

A SUCCESSFUL CANDIDATE WILL:

- **Expertly manage a team and Board relationships:** This person has at least 5 years of experience managing full-time staff and contractors in a distributed, fast-paced environment. This person can also manage Board relationships and cross-departmentally in an effort to improve external program success and internal functions within the organization.
- **Make complex and time sensitive decisions on a regular basis:** This person has strong analytical skills and keen attention to detail. This person enjoys the problem-solving process and is capable of clearly communicating verbally and in writing about complex issues and decisions.

- **Be discreet and thoughtful:** This person understands the confidential nature of some aspects of political work and can determine when collaboration or delegation is necessary versus when a task or project needs hands-on management.
- **Be ethically and philosophically aligned with the organization's mission:** This person understands the mission of the DMO and is aligned with and values the larger progressive movement. This person will have a track record that demonstrates their commitment to both internal organizational progressivism and impactful external progressive programs.
- **Have a keen understanding of the political environment:** This person will understand that DMO does not function in a vacuum and will have a strong grasp of the value of relationships within the Democratic space. This person will also have an existing network within the Democratic and progressive spaces.

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.

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.