

The Wyoming Democratic Party is seeking applications for an Executive Director. The Executive Director will manage staff, oversee all programs, lead the party through election cycles and coordinated campaigns, ensure the financial health of the party, improve party infrastructure, oversee events, and fulfill statutory and institutional requirements. The Executive Director will execute the vision of the State Party Chair and must be committed to the WDP's values. The Executive Director will report to the Chair.

This is a full-time, exempt position. Some evening and weekend hours required, and extended hours are expected during election season and state or national meetings. Some travel is required.

Salary: commensurate with experience, \$65,000 to \$70,000 per year

Benefits: As a regular employee of the WDP, you will be eligible to receive a monthly health care stipend in the amount of \$100, access to a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA), and \$50 for a phone stipend. Comp time, subject to approval.

Location: Remote within Wyoming, Cheyenne preferred.

Key Responsibilities:

- Serves as the chief strategic and tactical executive of the Wyoming Democratic Party.
- Works with the State Chair, Treasurer, Executive Committee, and staff to develop and adhere to an operating budget.
- Develops and markets a long-term strategic plan in consultation with other major Democratic stakeholders.
- Acts as spokesperson as appropriate.
- Manages staff.
- Manages the organization's finances, approving expenditures and tracking income and expenditures.
- Works with State Chair on candidate recruitment.
- Advises the State Chair on all legal, financial, contractual, and political matters related to the state party, and works closely with the designated compliance firm and with legal counsel to ensure all Party activities are compliant.
- Assists the Party Executive Committee with fundraising.
- Organizes all meetings of the State Central Committee and the State Convention.
- Oversees and maintains relationships with Democratic Party leaders, elected officials, key constituencies, strategic partners, and donors both in Wyoming and nationally.
- Supports the creation, building, and growing of the county parties throughout the state.
- Demonstrates ability to learn and master various aspects of winning elections, including campaign planning, technology, and get-out-the-vote programs.
- Performs additional responsibilities as assigned.

Qualifications:

- At least 3 years of political, campaign, or non-profit experience, ideally at the executive/senior level.

- Experience managing staff and volunteers.
- Excellent leadership skills with the ability to develop, motivate, and manage teams that regularly achieve and maintain goals.
- Knowledge of, or willingness to learn about, the political landscape of Wyoming.
- Demonstrated interest in implementing new technologies.
- Experience in fundraising and donor development.
- Flexibility with work schedule and duties.
- Excellent communication and personal skills with the ability to build and maintain strong relationships.
- Organized and able to manage multiple deadlines and responsibilities.
- Familiarity with Google Workspace is a plus.

How to Apply: Interested candidates should email their resume, cover letter, and list of three professional references to Lucas@wyodems.org. Please include "WDP Executive Director" in the subject line. The deadline to apply is August 29, 2025, but we encourage early applications as we will be reviewing applications as they arrive.

The WDP is an equal opportunity employer, and does not discriminate against any individual in employment on the basis of race, color, religion, national origin, sex, pregnancy, age, marital status, personal appearance, sexual orientation, gender identity, family responsibilities, disability, veteran's status or any basis prohibited by law.