



**National Stonewall Democrats Executive Director**

<b>Reports to:</b>	Board of Directors	<b>FLSA:</b>	Full-time, Exempt
<b>Organization:</b>	National Stonewall Democrats	<b>Location:</b>	Washington, DC/Field

**ABOUT NATIONAL STONEWALL DEMOCRATS**

*With over 120 chapters across the country, Stonewall Democrats is the only national grassroots organization of LGBT and allied Democrats that works to elect pro-equality Democrats to public office and advocate for issues important to LGBT Democrats and their allies. Stonewall Democrats works with a family of organizations to achieve our mission.*

**POSITION SUMMARY**

The Executive Director of National Stonewall Democrats and the Stonewall Democracy Fund is responsible for providing the leadership, strategic direction, management and coordination for the organization. The EXECUTIVE DIRECTOR, in collaboration from the Board of Directors, will help create the vision of the organization to achieve the organization’s mission. The EXECUTIVE DIRECTOR will be responsible for overseeing staff, raising the organization’s budget, and setting goals for performance while monitoring progress. The EXECUTIVE DIRECTOR plays a key role in identifying, cultivating, and soliciting major donors for annual gifts. The EXECUTIVE DIRECTOR will also develop key political contact and strategy.

**RESPONSIBILITIES:**

- Execute the vision of the Board of Directors to achieve the mission of the organization
- Oversee day-to-day activities of national staff members with the assistance of the Chief Operations Officer;
- Utilize the expertise of the Board of Directors to execute a comprehensive fundraising plan;
- Work with finance team to plan, administer, and implement all fundraising activities of National Stonewall Democrats and the Stonewall Democracy Fund;
- Maintain a proactive, creative leadership role in the identification, cultivation, and solicitation of individual, corporate, PAC, and chapter contributions;
- Oversee the general communications strategy for the organization with the Communications Director
- Develop and maintain key political relationships and strategy
- Develop and maintain close working relationships with the philanthropic community, individual and corporate donors, sponsors, board members, PACs, Stonewall Clubs and Leadership Council as well as other grassroots leadership;
- Serve as a member of NSD’s senior management team;

## **QUALIFICATIONS**

- Previous candidate and Democratic Party experience;
- Knowledge and appreciation of the role Stonewall chapters play in political/grassroots organizing;
- Previous executive management experience;
- At least five years of proven experience managing complex fundraising programs;
- Extensive experience fundraising political money;
- Familiarity with FEC reporting procedures;
- Proven track record of raising million dollar budgets;
- Familiarity and experience with all parts of a campaign;
- Demonstrated experience in managing people and budgets;
- Ability to work in a hands-on environment with limited resources;
- Computer literacy;
- Knowledge of multiple fundraising programs;
- Ability to effectively gain the respect and support of various constituencies, including board and staff members, donors, chapter leaders, politicians, and civic leaders;
- History of successfully identifying, cultivating, and soliciting major gifts;
- A record of measurable results in organizing and implementing such activities as: major gifts, annual gifts, grant writing, corporate and PAC giving, direct mail, and special events;
- Bachelor's degree;
- Committed and enthusiastic about the mission of NSD and the SDF;
- Highly entrepreneurial, resourceful, and flexible;
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing, and following through while remaining highly energetic and focused;

## **WORKING CONDITIONS**

- Standard office environment with regular computer use and travel required;
- Business casual dress code;
- Position is based in Washington, DC; and
- Travel is required, as is overtime work, particularly in support of NSD events and activities, including evening and weekend events.

**PLEASE SUBMIT RESUME AND COVER LETTER TO:**

**slarson72@gmail.com**