



Director of Party Operations Job Description

Position Summary: The Director of Operations plays a critical role in ensuring the efficiency, organization, and growth of the Grand Traverse Democratic Party (GT Dems). This position is responsible for managing communications, event planning, volunteer coordination, fundraising support, candidate recruitment & support, and strategic initiatives to strengthen Democratic engagement in the region.

The Director of Operations works closely with party leadership, volunteers, community partners, and elected officials to drive the party's mission forward.

Qualifications & Skills:

- ✓ Strong organizational and time management skills – ability to juggle multiple projects.
- ✓ Excellent communication skills – both written and verbal.
- ✓ Experience with event planning, volunteer coordination, or political organizing preferred.
- ✓ Proficiency in NGP VAN, ActBlue, Google Suite, and email platforms a plus.
- ✓ Commitment to Democratic values and community engagement.
- ✓ Ability to work independently and collaboratively in a fast-paced environment.

Key Responsibilities:

1. Meetings & Strategic Planning

- Work with committee members and chairs to form and as appropriate revise the strategic and operational plan for the GT Dems.
- Help prepare agendas for steering committee meetings to help chair or facilitate meetings.
- Contribute to-budget and policy.
- With the steering committee, guide the development of long-term strategic goals for GT Dems.

2. Volunteer & Community Engagement

- Recruit, train, and coordinate volunteers especially for leadership positions.
- Coordinate outreach, office, phone banking, and community engagement.
- Maintain communication with volunteers and provide necessary resources for participation.

- Foster relationships with community organizations, local leaders, and advocacy groups to enhance Democratic engagement.
- Be the local liaison for the MDP Coordinated/One Campaign.

3. Organizational Growth & Administration

- Coordinate maintenance of ActBlue, NGP VAN.
- Develop workflows and operational processes to streamline party functions.
- Assist with office management, volunteer coordination, and administrative needs.

4. Communications & Outreach

- Coordinate with the Communications Committee to:
 - draft, finalize, and send newsletters, call-to-action emails, and event reminders.
 - create flyers, forms, and promotional materials to engage members.
 - support digital and print communication strategies to increase membership and engagement.

5. Event Planning & Execution

- Recruit volunteers for the Events Team and support the Events Team to accomplish the following:
 - Plan, coordinate, and execute fundraisers, social hours, and community-building events.
 - Manage venue logistics, check distribution, and email follow-ups.

6. Fundraising & Membership Development

- Help build and sustain Finance & Membership Committees to:
 - Organize and track call-time efforts for party leaders to secure donations.
 - Support the Sustainers Circle and other fundraising initiatives to build recurring revenue.
 - Strategize ways to grow our membership with a particular focus on bringing in the next generation of Democrats.

7. Candidate Recruitment & Support

- Recruit leadership members of the candidate support team and work with them to:
 - Support the candidate support team to identify, recruit, and support Democratic candidates for local and state offices using volunteers as much as possible.

- Provide logistical assistance, including filing deadlines, petition requirements, and campaign planning.
- Assist candidates with messaging, voter outreach strategies, and volunteer coordination.
- Connect candidates with resources, fundraising tools, and key community stakeholders to strengthen their campaigns.

Time Commitment & Work Environment:

- Hours Per Week: 40+ hours per week, including some evenings and weekends for events and meetings.
- Location: Based in Grand Traverse County; in-office (open M-F, 10am-4pm), remote flexibility, and event attendance expected.

Salary Range: \$45,000-\$55,000 per year. Comprehensive benefits package.

Impact of This Role: The Director of Operations is the backbone of GT Dems' day-to-day operations, ensuring the organization remains efficient, organized, and focused on winning elections and increasing Democratic engagement. This position is ideal for someone passionate about political organizing, movement building, and operational excellence.

To apply, please email your resume and cover letter to the Chair of the Grand Traverse Democrats, Trenton Lee, at chair@qtdems.org by Sunday, April 13. Interviews will be scheduled the week of April 21.