

Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee (DLCC) works to win state legislative seats and chambers for Democrats.

The Democratic Legislative Campaign Committee's mission is to build and maintain winning, state-of-the-art campaign committees through a continuing partnership with legislative leaders, professional staff, and supporters. Since its inception, the DLCC has been an integral part of the success that Democrats have had winning at the state legislative level.

JOB: Executive Assistant

Role:

The Executive Assistant provides support for the Executive Director and Chief Operating Officer of the DLCC. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Office. The Executive Assistant exercises good judgment in a variety of situations, using strong organizational skills, and the ability to maintain a realistic balance among multiple priorities working independently on projects as assigned, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities:

Executive Support

- Completes a broad variety of administrative tasks for the Executive Director & COO including:
 - managing an extremely active calendar of appointments;
 - completing expense reports;
 - composing and preparing correspondence that is sometimes confidential;
 - Arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the Executive Director's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Director's time and office.
- Communicates directly, and on behalf of the Executive Director and COO, with Board members, donors, staff, and others.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director and COO, including those of a

- sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the Executive Director's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff.
 - Works closely and effectively with the COO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.
 - Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Executive Director updated.
 - Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the Executive Director and COO, some of which may have organizational impact.
 - Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Executive Director and COO's ability to effectively lead the DLCC.
 - Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

Board Support and Liaison

- Serves as the Executive Director's administrative liaison to the DLCC board of directors
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Senior Management Liaison

- Participates as an adjunct member of the Leadership Team including assisting in scheduling meetings and attending all meetings
- Assists in coordinating the agenda of senior management team meetings and off-sites, and all staff meetings

External Relations

- Ensures that the Executive Director's bio is kept updated and responds to requests for materials regarding the Executive Director and the organization in general



- Supports in the preparation of presentations for the Executive Director and COO
- Edits and completes first drafts for written communications to external stake holders
- Follows up on contacts made by the Executive Director and COO and supports the cultivation of ongoing relationships
- Drafts or edits all acknowledgement letters from the Executive Director to donors

How to Apply

Salary is commensurate with experience and qualifications. In addition, the DLCC offers a generous benefit package as well.

Please submit a cover letter, resume, and three professional references to jobs@dlcc.org by October 21, 2016. Please reference "Executive Assistant" in the subject line. No calls please.

The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

