

LEGISLATIVE DIRECTOR – Virginia House Democratic Caucus

The Virginia House Democratic Caucus seeks a qualified person to serve as the Legislative Director. This position assists in the development of policy positions, legislative initiatives, tracking of legislation and working with partner organizations to pursue a unified agenda. During session, the position is integral to supporting the established agenda, but it also bridges the gap outside of session to develop long-term, strategic legislative priorities that fuel progressive campaigns.

This is a permanently funded, full-time position with benefits based in Richmond, VA. The Legislative Director reports to the Executive Director and will work closely with various caucus members as deemed necessary. This is a senior staff level position.

ESSENTIAL JOB FUNCTIONS:

- Works to formulate positions on legislative issues deemed important to the Commonwealth;
- Develops strong and collaborative relationships with partner organizations, coalitions, and other stakeholders to advance a shared legislative agenda throughout the year;
- Acts as a liaison for legislators as appropriate with partner organizations;
- Work to develop caucus priorities and legislation, recommending tactics and bill positions;
- Monitors legislative activity on the House floor and handles long-term and short-term legislative planning;
- Maintains up-to-date status reports on priority legislation, including a daily briefing to the caucus on where bills stand (sub-committee, committee, 1st read, 2nd read, 3rd read) and nightly reports with status updates to caucus leadership when in session;
- Oversees legislative training as needed;
- Works a flexible schedule as needed to accommodate a demanding legislative schedule;
- Supervises legislative interns as necessary;
- And other duties as assigned by the Executive Director.

EDUCATION/EXPERIENCE:

A bachelor's degree or higher education level is preferred, including strong academic credentials. Past state legislative experience is necessary.

SKILLS AND KNOWLEDGE REQUIRED:

- Thorough knowledge of the legislative process and of House organization and procedures;
- Ability to exercise discretion and independent judgment;

- Ability to work effectively and tactfully with the public, press, lobbyists, government officials at all levels, and other legislative staff;
- Excellent oral and written communication skills.
- Commitment to the values and ideals of the Democratic Party.

Applicants should be prepared to work long hours, be based in Richmond, and have access to a vehicle. Excellent writing skills are a must.

Pay is commensurate with experience. Health insurance provided. To apply, send a resume, cover letter and references to info@vahousedems.org -- please make your subject line "Legislative Director."

The Virginia House Democratic Caucus is a diverse group of 49 Delegates and their staff, committed to achieving a majority in the House of Delegates. We encourage all to apply, regardless of race, color, gender, class, religion, creed, sex, sexual orientation, gender identity, disability, national origin, ancestry, age, veteran status or absolutely anything else that does not directly impact your ability to do your job.