

HARRIS COUNTY DEMOCRATIC PARTY EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director of the Harris County Democratic Party is the person who (subject to the direction and supervision of the County Chair) is responsible for the administrative and day-to-day operations of the party and the coordination of its efforts to mobilize its supporters. Fulfillment of that function includes responsibility for (either personally or through recruitment and supervision of other qualified individuals):

Assuring that all administrative, fiscal, organizational, and accounting functions of the party are timely and accurately and performed, including Federal Elections Commission and Texas Ethics Commission reports, bank deposits and reconciliations, tax returns, and payroll functions and reports;

Until the Party is able to hire a director of technology or information services, overseeing data processing and computer operations of the Party;

Working and interfacing with, and assisting, committees, subcommittees, and their respective chairs to fulfill the missions of the Party's various committees;

In cooperation with the Volunteer Coordinator, coordinating and supervising, the work of volunteers, including especially office volunteers, training them, and directing and overseeing their work duties and generally providing management for maintaining a functional office and facility to support Party activities;

Actively engaging in fundraising activities of the party and personally participating in substantial fundraising activities;

Attending meetings of the Steering Committee and the Executive Committee of the Harris County Democratic Party;

Coordinating efforts and activities of the Harris County Democratic Party with the Texas Democratic Party, the Democratic National Committee, and Democratic elected officials and officeholders, and fostering productive relationship with them;

Assisting the Chair in spreading the Democratic message throughout the local area and other communications and public relations efforts;

Assisting in election efforts, to the extent directed by the Harris County Democratic Party Chair;

Discharging such other and additional tasks, responsibilities, and duties as the Chair or the Executive Committee or the Steering Committee shall direct.