

Democratic Association of Secretaries of State

The Democratic Association of Secretaries of State Seeks an Executive Director.

[The Democratic Association of Secretaries of State \(DASS\)](#) is the only DNC-affiliated organization dedicated to electing and protecting Democratic Secretaries of State. DASS is on the front line to protect incumbent Secretaries while identifying opportunities to pick up additional seats in the fight for democracy. We support candidates who will not just protect the right to vote, but work to expand access and innovate to allow more people to participate in elections.

DASS compensates employees competitively and provides a very generous benefits package. We believe in work-life balance and understand that every employee has unique circumstances at home. We offer employees significant amounts of time off as well as flexible work options. We're dedicated to treating one another with respect in the workplace and prioritize racial, equity, and inclusion (REI) in our work with one another as well as with our stakeholders.

Overview of the Role

The DASS **Executive Director** reports to the Chair and will work closely with the DASS Leadership team to oversee all aspects of the organization with a goal of electing Democratic Secretaries of State in 2025 and 2026. The position is based in Washington DC.

The Executive Director will manage staff and consultants to implement a cohesive national strategy to lift up Democratic Secretaries of State, candidates and other DASS initiatives and political programs.

Responsibilities

- Develop and drive DASS's overall strategic plan nationally and in key target states, working alongside campaigns and partners to craft and deliver messaging that puts Democrats in a position to win while elevating the role of Secretary of State in the national conversation around democracy.
- Support the DASS Board by facilitating meetings and ensuring alignment between program execution and Board directives.
- Cultivate strategic partnerships and fundraising efforts to ensure DASS meets or exceeds annual budget targets.
- Manage and hire staff and consultants including: fundraising, communications, and digital.
- Prepare regular updates for Secretaries, coalition partners, and other stakeholders.
- Work with counsel and compliance teams to ensure compliance of all campaign activities.
- Overseeing the committee's budget, including outlays in key battleground states, and reporting to the Executive Committee.
- Organizing and executing paid media campaigns across battlefield states, with an eye towards state specific campaign finance rules and laws.
- Build from success in previous cycles to ensure a sustainable organization going forward.

NOTE: *job responsibilities are subject to change at the discretion of the Chair and Executive Committee.*

Outcomes

- Executive Committee and Members are communicated with regularly and have a clear understanding of DASS priorities and plans.
- Increased recognition of DASS's work and role in the political ecosystem.
- Engage media opportunities that proliferate the successes and messaging of the organization.
- Ensure DASS staff, consultants, Secretaries, and campaign staff are aligned on political targets, messaging, fundraising, and priorities.

Qualifications

The ideal candidate for this position has:

- Election cycle campaign experience, including with independent expenditure campaigns across different states (four plus cycles preferred).

- Experience working with high-level principals, elected officials, or senior government staff.
- A working knowledge of national democracy issues.
- The ability to scale a fast-growing organization
- Experience managing remote or distributed teams
- Excellent oral and written communication skills, including principal management.

Note: *the candidate should be willing to be based in Washington, DC.*

Physical Requirements

DASS is committed to supporting employees of varying abilities and to providing reasonable accommodations to enable individuals with disabilities to thrive at DASS.

The requirements of this role, related to its physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

All DASS employees must be able to operate a computer and use a cell phone. For roles at DASS that include frequent business travel expectations, we can discuss reasonable alternatives to travel in some instances. Most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email. Applicants with questions about accommodations may request to speak with our hiring manager.

Essential functions of the role include:

Working from a computer for long periods of time; While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders; This position has less than 10% travel expectations and is eligible for flexible work hour arrangements.

How to Apply & Salary Information

Salary for the **Executive Director** position is **\$150,000 - \$180,000** on an annualized basis, commensurate with experience and qualifications.

DASS offers a generous benefit package, including:

- More than 25 days of paid time off, including for Federal holidays, time off around Federal holidays including the week between Christmas and New Year, vacation, sick, and personal days
- Fully paid health/vision/dental insurance for the employee
- Enrollment in a SIMPLE IRA plan
- Short-term and long-term disability insurance
- Monthly mobile phone reimbursement

- One-time stipend of \$1,000
- Potential post-election bonus at the discretion of the Executive Board

To apply for this position, please email a resume, brief cover letter, and three professional references to dasshiring@demsofstate.org no later than **May 14, 2025**. DASS may review applications after this deadline in limited circumstances, however this is not a guarantee that your application will be considered if it is not submitted by the deadline.

When an applicant with a disability needs an accommodation to have an equal opportunity to compete for this position, they may request it in writing by emailing dasshiring@demsofstate.org. No calls please. Applicants will be screened on a rolling basis.

DASS is committed to an inclusive and equitable environment and diversity among its staff and recognizes that its continued success requires the highest commitment to engaging, retaining, and supporting a diverse staff that provides the best quality services to supporters and constituents. DASS 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. DASS will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.