



## **Executive Director – Kansas Democratic Party**

**Location:** Topeka, KS

**Reports To:** KDP Chair

### **Overview**

The Kansas Democratic Party is seeking an Executive Director to bring professionalism and focus to the most critical election cycle in a generation — from winning the Governor’s office to breaking the supermajority in the State House of Representatives. Reporting directly to the Chair, this individual will oversee day-to-day operations and ensure strong coordination across all levels of the organization. The Executive Director will work closely with the Chair, staff, county parties, party leaders, elected officials, and allied organizations to maintain an effective infrastructure that supports Democratic candidates and advances the Party’s mission of electing Democrats up and down the ballot.

The successful candidate will bring a steady hand, strong organizational skills, and the ability to manage multiple priorities in a fast-paced political environment. This is a role for a collaborative leader who thrives behind the scenes, values teamwork, and understands the importance of message discipline and operational excellence.

### **Key Responsibilities**

- **Organizational Leadership**
  - Manage day-to-day operations of the Party headquarters, including staff supervision, budgeting, and compliance.
  - Ensure effective systems for communication, scheduling, and reporting are in place and consistently maintained.
  - Implement and execute the Chair’s strategic priorities for the Party.
- **Stakeholder Engagement & Coordination**
  - Serve as a primary liaison between the State Party, the Coordinated Campaign, county parties, and national partners.
  - Cultivate strong working relationships with candidates, elected officials, and allied organizations to ensure alignment and collaboration.
  - Provide support and guidance to county party leaders and grassroots volunteers.
- **Message & Brand Stewardship**

- Work with Party leadership to ensure consistency and discipline in messaging across all levels of the Party.
- Identify and manage potential risks that could distract from the Party's mission and goals.
- Promote a broad, inclusive Democratic brand that resonates with Kansas voters.
- **Election Cycle Support**
  - Support the planning and execution of the Coordinated Campaign, ensuring operational readiness in voter contact, data, and field efforts.
  - Assist with fundraising operations and compliance to sustain Party infrastructure.
  - Provide operational and logistical support for candidate recruitment, training, and campaign development.

## Qualifications

- Demonstrated experience in campaign or political operations, with a preference for those who have worked on a coordinated campaign and strong preference to those with state party experience.
- Proven track record of managing staff, budgets, and organizational systems.
- Experience (expertise) with VAN and NGP
- Exceptional communication and interpersonal skills, with the ability to build consensus and manage diverse stakeholders.
- Strong organizational and problem-solving abilities, with attention to detail and follow-through.
- Ability to remain calm, professional, and focused in a fast-paced and demanding environment.
- Commitment to Democratic values and electing Democrats in Kansas.

## Desired Traits

- **Collaborative Leader** – Thrives as part of a team, values partnership, and fosters inclusivity.
- **Calm Under Pressure** – Handles complex dynamics and competing priorities with steadiness and professionalism.
- **Organized & Reliable** – Keeps projects on track and ensures accountability at every level.
- **Pragmatic & Results-Oriented** – Focused on building infrastructure that leads to electoral success.

## Application Instructions and Deadline:

- Applicants should email a cover letter, resume and three professional references to [Jeanna@kansasdems.org](mailto:Jeanna@kansasdems.org) no later than 11:59pm on Wednesday October 29, 2025.
- Applicants will be notified if they have been selected for an interview and must be available for Zoom interviews and/or in-person interviews (November/December 2025).

## Additional requirements:

- This is a full-time, in-person role and the Executive Director must be willing to relocate to and reside in Kansas and must be a registered Democratic voter in Kansas.

- The KDP is actively seeking to fill this position, and candidates must be able to join the team no later than January 15, 2026.
- The right candidate will be available for transition training during the month of December 2025

**Salary & Benefits:**

Salary range (\$85K - \$90K) negotiable commensurate with experience. Health insurance and paid time off are included in the benefits package.

**Non-discrimination:**

The Kansas Democratic Party is committed to attracting and retaining a diverse workforce and is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, creed, sexual orientation, gender identity or expression, pregnancy, national or ethnic origin, disability, age, marital, veteran or economic status, or any other legally protected basis. The Kansas Democratic Party is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. Please contact us for any accommodations needed in the hiring process.

Paid for by the Kansas Democratic Party  
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