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**Libertarian Party of [state] Executive Director**

The Executive Director (ED) for the Libertarian Party of [state] will be a

non-voting member of the Executive Committee (EC) and will report to the Chair. The ED

will be the principal administrative assistant to the Chair.

The ED will oversee all programmatic and fundraising activities of the state party. The ED

will oversee the other directors and assist them as needed in setting and achieving their

goals. The ED will set priorities and employ his or her effort based on the current needs of

the party. Ultimately, the ED is responsible for making sure everything that needs to get

done is done, either by doing it, or making sure it is delegated and following up as

appropriate.

I. Duties & Responsibilities: Primary responsibilities include, but are not limited to:

A. Organizational

1. Coordinating the day-to-day activities of the [state party].

2. Responding to party e-mail, telephone, and mail inquiries and referring them to

appropriate directors as necessary.

3.Maintaining appropriate records of the organization of the [state party] activities and

resources to ensure smooth transitions between Executive Committee leadership teams

4. Recruit, train and support candidates for all other director positions as needed

B. Strategic

1. Help set goals and devise a strategy to achieve those goals at all levels of the

party organization

2. Overseeing and coordinating the work of directors and volunteers

3. Demonstrate an understanding of web resources and technologies and employ

these to advance the [state party].

4. Manage and promote political relationships both in-state and around the

country with organizations like the Libertarian National Committee, the Libertarian

National Campaign Committee and the Libertarian State Leadership Alliance

5. Develop and direct fundraising efforts

6. Identify objective metrics to track the growth and progress of the [state party].

7. Attend EC meetings and prepare written reports of his or her activities.

II. Performance. The performance of the ED will be evaluated by the EC periodically to

determine if changes need to be made to the job descriptions.

III. Expenses: The ED shall be reimbursed for expenses approved by the EC.

IV. Term of Service. The ED will serve at the pleasure of the EC.

V. Qualifications

Applicants should have strategic planning skills, excellent communication skills (both

written and public speaking), the ability to work with a team, and the ability to

communicate effectively with people who hold a variety of views. The ideal candidate

should have:

• Administrative experience in the non-profit sector and previous political organizing

• Experience with campaigns and/or issue advocacy

• Fundraising experience

• Experience with membership databases and contact management software.

• Experience with web site development and social media

• Success at building accountability mechanisms and reporting structures

• The ability to juggle multiple priorities successfully

• Demonstrated ability to strategically plan and carry out programs

• Experience organizing and carrying out events

• A proven track-record of developing and maintaining strong working relationships

with individuals and organizations