



**JOB POSTING - 2022**  
**[www.NationalDMO.org](http://www.NationalDMO.org)**

**JOB TITLE:** Director of Labor and Member Engagement

**JOB TYPE:** Full Time Permanent

**SALARY RANGE:** \$75,000 - \$100,000 plus high quality benefit package including medical, dental, vision, life and 401(k). Commensurate with experience and technical expertise.

**LOCATION:** Washington, D.C. (non-negotiable) office at the AFL-CIO Building

**TRAVEL REQUIREMENTS:** This position will require frequent travel.

**SUBMIT RESUME/CV with cover letter to:** <https://www.dropbox.com/request/SyPkO9WeOKi54pcPxp5>

[Democratic Municipal Officials \(DMO\)](#) is a national association of mayors, city councilmembers and other local elected officials affiliated with the Democratic National Committee. We celebrate diversity and inclusion. We are of course an equal opportunity employer, and we believe that employees, leaders and volunteers of diverse races, gender identification, backgrounds, abilities and orientations make us stronger. We are seeking smart, talented people who are good human beings and who want to make our Party and our world more vibrant, equitable and caring.

**Our Vision:** DMO is the largest network of elected Democrats in the country. We work locally and influence nationally to create a society that embodies our shared Democratic values.

**Our Mission:** To connect, engage and empower Democratic Municipal Officials.

The **Director of Labor and Member Engagement reports to the Executive Director and** supports the overall work of the organization with an emphasis on our organized labor partnerships and state chapter development. This requires daily contact with elected officials, union leaders, government affairs professionals and political professionals.

**Required Experience:**

Professional experience on a labor, political or advocacy campaign during at least two cycles in Field, Political, Data or Fundraising. While not required, political experience in multiple states is a plus.

Experience working for or in cooperation with an organized labor union strongly preferred. Events advance work a plus.

**Skills and Qualifications:**

- Excellent written and verbal communication skills are essential (a formal letter writing test may be required) as are strong record-keeping and organizational skills.
- Ideal candidates will have experience working with, and administering, NGP VAN. Knowledge of SQL, python, or other coding languages is a plus but not required.

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- Working knowledge of Google Suite: Google Docs, Sheets, etc.
- Familiarity with current campaign technology and tools
- Basic desktop publishing;
- Event coordination and advance work;
- Organization, Coaching, Motivating others;

**Job Duties** (Reports directly to the Executive Director ):

1. Council of State Chapters Lead Staff – Serves as the primary staff to our Council of State Chapters. Builds and maintains relationships with our State Chapter Chairs and provides them with orientation and ongoing support; Manages monthly virtual meetings of state chapters; develops marketing materials for state chapter events; travels to and attends live state chapter events and provides event planning and marketing support. Develops relationships with Elected Officials and helps build our leadership pipeline. Oversees state chapter leader elections; Works with the development team on state chapter fundraising efforts; Ensures follow up communications between DMO staff, development team and new contacts made at State Chapter events and provides data entry and written communication support. Facilitates introductions between Democratic Municipal Officials and our Advisory Board members. Creates meeting agendas and takes meeting notes/minutes and drafts monthly reports.
2. Labor Council Lead Staff – Serves as the primary staff to our Labor Council. Works in cooperation with our Labor Council leadership and the Labor and Policy Advisor. Builds relationships with and between elected officials and union leaders. Works to identify DMOs who are union members and engages them in our work; Supports the Political Director in identifying candidates for endorsement consideration; Works with the Communications Director to ensure quality educational communications to our elected officials on organized labor policy and political issues; Develops marketing materials for Labor Council events; Travels to and attends Labor Council events and provides event planning and marketing support. Works with the Labor Council to gather, develop and maintain curriculum and other educational materials. Trains DMO leaders to host and facilitate “Cities, Jobs and Labor” round tables. Activates the DMO network via email, text and phone outreach when a call to action is approved. Manages monthly meetings of the Labor Council and creates meeting agendas and takes meeting notes/minutes and drafts monthly reports.
3. Political Council Support – Works with the Political Director to support the work of the Political Council. Serves as a liaison between “Blue Star Candidates” and other targeted campaigns and our organized labor partners. Creates meeting agendas and takes meeting notes/minutes and drafts monthly reports. Connects DMO members and State Chapters with the political resource providers and trainers needed.
4. Provides support to other councils and committees as assigned.
5. Supports the efforts of the organization to secure fundraising support from members, labor unions, corporations, trade associations, allied PACs, and individuals.

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6. Serves on the National Events planning team and attends all national events and leads member and labor engagement efforts.
7. Maintains intern staff by recruiting, selecting, orienting, and training interns; developing meaningful intern opportunities.
8. Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
9. Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
10. Achieves financial objectives by anticipating requirements; submitting information for budget preparation; scheduling expenditures; monitoring costs.
11. Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards; reviewing professional publications; establishing personal networks.
12. Contributes to team effort by accomplishing related results as needed.

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