



Operations & HR Director

The Maine Democratic Party is seeking an experienced Operations & HR Director. The Operations & HR Director will be key to building and maintaining core Democratic Party infrastructure. At their core, the Operations Director is a builder. They are someone ready to build the team, maintain the party's physical space, and set other departments up for success while developing and maintaining the systems that string it all together.

This is a critical role serving with the leadership team and will work closely with other departments to maintain programs that support Maine Democrats. This position is based in Maine with 5 days a week required in MDP's Portland office except when needed in MDP's Augusta and Bangor offices.

Key Responsibilities

- **Budget Management:** Work closely with the Executive Director, Finance Director, and Treasurer of the MDP to maintain day-to-day spending, accurately track projected expenses, and manage the MDP budget, regularly reconciling all accounts.
- **Human Resources Lead:** Serve as the primary HR contact for MDP staff:
 - Facilitate the onboarding and offboarding of all employees.
 - Assist with payroll processing, employee benefits, and reconciling benefit expenses.
 - Create a structure for incident reporting and maintain HR records.
- **Invoices:** Track and pay invoices on a regular basis on a timeline worked out with the Executive Director.
- **Tracking:** Maintain accurate financial spreadsheets for the Maine Democratic Party's partners.
- **Policy & Compliance:** Assist with recordkeeping of revenue and expenses for compliance reporting.
- **Safety regulations:** Work with union steward and stakeholders to build comprehensive policies for the implementation of all union CBA regulations and campaign IT security standards.
- **Facilities & Logistics:** Maintain MDP offices, negotiate leases, establish/maintain utilities and relationships with building staff.
- **Logistical Support:** Ensure logistical support for all departments, including working with vendors, ordering merchandise/materials, and completing routine supply audits.
- **Event Support:** Ensure logistical support with clear timelines for critical events with candidates or other fundraisers.



Qualifications

- **Experience:** At least 4 years in advocacy, administrative work, or a related operations role; previous campaign experience of 2 cycles is preferred.
- **Hiring & Management:** Experience hiring and managing paid staff, with a focus on staff professional development; experience with unionized staff preferred.
- **Organization:** Exceptionally well-organized with strong attention to detail and process.
- **Collaboration:** A desire to work collaboratively to implement creative solutions to unique problems.
- **Technical Fluency:**
 - Previous experience with payroll systems, benefit management, and/or managing budgets.
 - Proficient in Microsoft Word, Excel, and Google Suite.
- **Highly organized:** results-driven, with the ability to manage multiple projects simultaneously under tight deadlines.
- **Commitment to** Democratic values and political change.
- **Ability to** work independently and as part of a collaborative team.

How to Apply

Please send your cover letter and resume to exec@mainedems.org with “Operations Director” in the subject line. Applications will be accepted on a rolling basis. Relocation assistance is available if needed.

The Operations Director will report to the Executive Director. Salary is dependent on experience and is in the \$70,000- 76,500 range, commensurate with experience. Generous benefits offered.

This position is based in Maine with 5 days a week required in MDP’s Portland office except when needed in MDP’s Augusta and Bangor offices or such other offices as may be opened. Additional in-person meetings and event-based work across the state required as needed.

The Maine Democratic Party is an equal opportunity employer and it is our policy and our core value to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.