

ARIZONA STATE SENATE



POSITION ANNOUNCEMENT: Democratic Caucus Chief of Staff

JOB DESCRIPTION:

The Chief of Staff (COS) works under the overall guidance of the Democratic Caucus leadership and serves individual Caucus members. The COS serves as key advisor to Caucus leadership, is responsible for day-to-day operations, directs and facilitates the development and promotion of policy and legislative strategy, and works with the Director of Communication on media strategies to advance the legislative agenda and budget priorities of the Democratic Caucus. The COS understands the political environment and strategically guides the staff and advises Democratic Caucus members.

DUTIES:

- Manage and guide the team of policy advisors.
- Facilitate the development and implementation of policy and political strategies for Senate Democrats.
- Represent the Caucus for strategic negotiations as necessary to advance the best of interests of the Caucus.
- Have time commitment and flexibility to support Caucus leadership, members, staff, legislative counterparts, executive branch, and stakeholders.
- Proactively work with leadership to manage crises.
- Navigate external and internal politics impacting the Caucus to help members achieve successful results.
- Collaborate with stakeholders – both proponents and opponents – to magnify priorities of the Caucus.
- Manage internal and external bipartisan relationships to ensure effective communication and advancement of Caucus goals.
- Manage the Director of Communication in the development of internal and external communication and in overseeing the messaging platforms.
- Manage external stakeholder relationships.

REQUIREMENTS:

- Bachelor's degree (Master's degree or Law degree preferred but not required).
- Knowledge of and experience with legislative processes and government institutions.
- Strong analytical, research, writing, and oral presentation skills.
- Knowledge of policy issues currently being considered by the Arizona Legislature.
- Professionalism, confidentiality, integrity.
- Experience managing personnel preferred.
- Ability to succeed in a busy and demanding work environment, juggling multiple projects and deadlines independently.
- Ability to maintain a professional demeanor in establishing and maintaining cooperative working relationships with Senators, staff, government agencies, stakeholders and the general public.

COMPENSATION:

Negotiable depending on qualifications and experience. Benefits package includes health, dental, vision and retirement.

APPLICATION;

To apply for this position, please send a resume, cover letter, and three references to Dora Ramirez at dramirez@azleg.gov by Friday, November 11th. Position is open until filled.