About the Collin County Democratic Party (CCDP)

The mission of the Collin County Democratic Party (CCDP) is to elect Democrats and champion the values of equal opportunity, justice, and the common good for all. Collin County is a premier political battleground, the sixth most populous county in Texas, with approximately 1.2 million residents and growing by about 25,000 voters annually. While it is the wealthiest county in the state, it has been trending toward Democrats in every presidential election from 2000 to 2024, and 2026 is anticipated to be the year Collin County turns blue. The county is increasingly diverse: nearly a third of residents speak a language other than English at home, almost a quarter are foreign-born, and the population is nearly equally split between white and non-white residents.

About the Executive Director opportunity

The CCDP is seeking a dynamic and strategic Executive Director (ED) to serve as the operational leader of the party. The ED is responsible for developing and executing the strategic plan, managing day-to-day operations, and driving the growth of the CCDP. This is a hands-on leadership role that requires a unique blend of strategic vision, operational excellence, and strong interpersonal skills.

The position reports directly to the CCDP Chair.

Strategic & Operational Leadership:

- Collaborate with the CCDP Leadership (Executive Officers and Committee Chairs) to develop and execute a strategic plan to turn Collin County blue.
- Oversee the implementation of coordinated campaigns across Communications, Field Operations, Data Analysis, Fundraising, Events, and Outreach.

Office & Volunteer Management:

- Manage the daily operations of the CCDP office, ensuring it is open, staffed, and responsive during published hours.
- Supervise, coach, and support volunteers and staff, fostering a positive, inclusive, and effective workplace culture.
- Serve as the primary point of contact for the office, responding to voter inquiries via email and phone, and assisting with donations, merchandise, and voter questions (e.g., ballots, registration).

Stakeholder Engagement & Support:

- Develop and maintain key relationships with volunteers, donors, community partners, elected officials, and candidates.
- Support Precinct Chairs by ensuring their access to CCDP assets (Google Drive, VAN, chat platforms).
- Represent the CCDP at Texas Democratic Party and local community meetings (virtual and in-person).

Required Qualifications

- An active, engaged Texas voter committed to the values and success of the Democratic Party.
- Proven experience working with complex data and spreadsheets (Google Sheets/Excel).
- Strong competency with digital platforms (Google Workspace, VoIP phone systems, various apps).
- Excellent verbal and written communication skills.
- Ability to be flexible and adapt quickly in a fast-paced, evolving environment.
- Highly detail-oriented, with a proven ability to manage multiple projects and delegate effectively.
- Must become a Volunteer Deputy Registrar (VDR) in Collin County upon hiring.
- Must live in Collin County and be able to work regularly from the CCDP office in Plano.

Desired Qualifications

- Experience managing staff and/or volunteers.
- Experience working with Texas candidates, elected officials, or on political campaigns.
- Proficiency with NGP/VAN, Constant Contact, and/or Canva.
- Experience with fundraising or donor relations.

Job Details

- Location: CCDP Office in Plano, Texas, with travel required across the county.
- Hours: 25-40 hours per week (flexibility required, including some evenings and weekends).
- Compensation: $20 - $35 per hour, commensurate with experience.
- Expected Start Date: December 1, 2025.

Responsibilities include:

- Collaborate with the Leadership of CCDP (Executive Officers: Chair, Vice Chair, Secretary, & Treasurer and Committee Chairs) to develop and execute a strategic plan and election plan to turn Collin County blue.

    - Collaborate with the Leadership of CCDP in the areas of Communications, Field Operations, Data Analysis, Fundraising, Events, Outreach, and Voting Rights.
- Ensure the CCDP office is open and staffed during published hours, phones are answered, and voters are able to come to the office for answers to questions, to make a donation, to purchase merchandise, etc..
    - Supervise and oversee the CCDP office, utilizing volunteers as needed to staff operations.
    - Respond to emails and voicemails as needed.
    - Respond to voter questions regarding ballots, voting process, voter registration, and various other issues.
- Support Precinct Chairs with access to CCDP assets such as Google Drive, Chats, VAN database, and other assets as needed.
- Supervise, coach, and support volunteers regarding workplace culture, policy, and procedures.
- Develop and maintain key relationships with volunteers, donors, key community partners, elected officials, and candidates.
- Regularly attending Texas Democratic Party and CCDP meetings (virtual and in-person).
- Other duties as assigned.

To Apply

Please email your resume to hiring@collindemocrats.org by October 31, 2025, at 5:00 PM CST. Interviews will be conducted by November 15, 2025, and a recommended candidate will be presented to the County Executive Committee (CEC) for approval on November 19, 2025.

CCDP is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.