



LGBT+ Democrats of Virginia

The LGBT+ Caucus of the Democratic Party of Virginia

Vice-Chair for Technology

Bylaws Description: The Vice-Chair for Technology shall chair the Technology Committee, which shall be responsible for the development, maintenance, and security of electronic communications and devices utilized by the Caucus, the development and maintenance of an Internet presence including but not be limited to a website, email distribution networks, and social media; attend Party Technology Committee meetings and represent the Caucus with that group; attend Voter Activation Network (“VAN”) training sessions and utilize VAN in order to further the goals of the Caucus; and assist the Chair and other officers as needed with technology needs.

Responsibilities: The ideal candidate would have experience or be confident in their ability to become proficient in the following:

- Managing website content, layouts, and forms in WordPress.
- Formatting content for web, email, and social media.
- Managing mass email in MailChimp.
- Managing Stripe and ActBlue to collect dues, donations, and event fees.
- Managing caucus email accounts in Zoho.
- Providing training to board members on caucus email usage.
- Integrating website, payment processors, email, and other databases using Make or similar automation systems.
- Supporting targeted campaigns through segmented communications.
- Provide data support to track membership and support candidate endorsement processes.

We’re seeking an individual who is confident in their ability to build upon and improve the technology we currently have in place, while looking to the horizon for opportunities to implement new systems to enhance our ability to connect with and support LGBT+ Democrats and our allies throughout the Commonwealth.

Time Commitment: The caucus board meets on the 4th Monday of each month from 7:30 PM to approximately 9:00 PM (1.5 hrs.). An additional 1-3 hours per week should be budgeted to complete tasks, participate in committee meetings, attend or table at events, etc. Total time per month: 5.5 - 12.5 hours.

Term: Officers are elected by the caucus membership every odd year and serve for two years. Officers appointed by the board fill the current term until the next election of officers.

Questions: Email the caucus chairperson at chair@lgbtvadem.org.