



Director of Operations – Keystone Corporation

Email your resume to info@keystonenevada.com by November 10th, 2025 to be considered.

About Keystone: Keystone Corporation is a Nevada-based statewide Political Action Committee (PAC) focused on supporting pro-business candidates, policies, and legislation. We engage in political advocacy, member engagement, events, and strategic communications to further our mission of economic freedom and fiscally conservative values.

We are seeking a proactive and detail-oriented **Director of Operations** to oversee the day-to-day management of the organization. This role is ideal for a driven individual with experience in political advocacy, nonprofit or PAC operations, event coordination, and communications strategy. The position is based in Las Vegas, Nevada and requires independent contractor status.

SCOPE OF SERVICES & RESPONSIBILITIES

1. Organizational & Executive Operations

- Serve as the primary point of contact for Board Members, members, contractors, and vendors.
- Maintain organizational calendars, contact lists, filing systems, and key operational documents.

2. Board Administration & Governance Support

- Work with the Board Secretary to prepare for and attend all Board meetings and the annual Board retreat.

3. Membership Development & Management

- Maintain and update the membership database, ensuring accurate records of member status, contact information, and payment history.
- Oversee renewal reminders, invoicing, and payment processing for members at all levels in coordination with external bookkeeper.

4. Communications & Public Relations

- Work with identified personnel to produce and distribute the weekly *Keystone Korner* email newsletter.
- Work with identified personnel to produce weekly not less than 2 postings on each of Keystone's social media platforms (X/Twitter, Instagram, Facebook, LinkedIn)
- Update & maintain Keystone's website to ensure timely and accurate content.
- Draft press releases, media statements, and rapid-response communications on behalf of the organization.
- Serve as Keystone's media liaison, fielding press inquiries and coordinating interviews or public comments as needed.
- Work with identified personnel to produce and create digital and print communications in coordination with graphic designers when necessary.
- Monitor and manage Keystone's public image and reputation across social media, traditional media, political circles, and business networks.

5. Event Planning & Execution

- Plan, coordinate, and manage Keystone's major and member-exclusive events, which may include:
 - Annual Breakfast (even years), Legislative Day in Carson City (odd years), Annual Luncheon, Annual Dinner, Annual Clay Shoot Fundraiser, Quarterly member mixers, Schedule Reno/Northern Nevada Events
- Handle all logistics: venue research and booking, catering, registration, name tags, materials, speaker coordination, AV needs, signage, attendee registration, and onsite management.
- Work with identified personnel to produce and draft marketing materials and invitations for events.
- Follow up post-event with donor acknowledgments, wrap-up reports, and performance summaries.

6. Legislative & Political Advocacy Support

- Monitor relevant legislative activity and provide updates or bill summaries to the Board and membership as needed.
- Assist in drafting letters of support or opposition to pending legislation.

7. Candidate Endorsements (every even year)

- Coordinate Keystone's candidate endorsement process, including:
 - Scheduling and facilitating interviews with candidates.
 - Preparing background packets and materials for the Board.
 - Managing all communication with candidates regarding their application, endorsement status, and expectations.
 - Drafting endorsement announcements and public-facing communications and graphics.
 - Organizing endorsement events or announcement graphics when appropriate.

8. Administrative & Office Support (Virtual)

- Coordinate mailings, database management, and internal record keeping.
- Respond to general inquiries received by phone, email, or social media.
- Maintain shared files and historical records of key communications and materials.
- Ensure organizational documents are archived appropriately.

9. Young Professionals Network

- Manage and grow the Keystone YPN program
- Coordinate YPN-specific communications and events

10. Confidentiality & Conflict of Interest

- Maintain strict confidentiality regarding Keystone's members, sponsors, political strategies, and organizational communications.
- Contractor will be required to sign a confidentiality agreement as part of this engagement.
- Contractor may not simultaneously engage in work for political campaigns, organizations, or initiatives that oppose Keystone's mission or endorsed candidates.

Job Requirements

- Must be authorized to work as an independent contractor (LLC, S-Corp, or other business entity required; W-2 employment not available)
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and graphic design tools (Canva, Adobe Creative Suite, or similar)
- Proficiency with social media platforms (Facebook, Instagram, X, LinkedIn), including creating content, reels, and graphics
- Basic photography or video editing skills for event and social media content
- Ability to work independently and manage multiple projects under tight deadlines
- Flexible availability, including occasional evenings and weekends for events
- Must be based in Las Vegas, Nevada, with reliable transportation for event support
- In-person attendance at monthly board meetings (3rd Tuesday each month) or relevant committee calls (such as the Events Committee) is required

Preferred Qualifications

- Previous experience working or volunteering on Nevada-based political campaigns, advocacy organizations, or legislative offices is highly preferred
- Awareness of and interest in pro-business policies and legislation
- Familiarity with event sponsorships, donor relations, or nonprofit fundraising
- Experience with database or CRM systems for membership (such as Wild Apricot) and event tracking

Compensation

- This is a **part-time plus**, independent contractor role (approx. 25–35 hours/week). Flexible schedule (no fixed hours but must be generally available Monday – Friday during 9am – 5pm, special events on weekend days are required). Additional hours, beyond regular schedule, may be required leading up to larger events such as the Annual Luncheon, Dinner, Clay Shoot, etc.
- Includes a monthly retainer and potential performance-based bonuses.
- Specific rate and bonus structure to be discussed during the hiring process.