



## **Caucus Director Job Description**

The North Carolina Democratic House Caucus is seeking a Caucus Director to lead the day to day operations of the caucus and implement the strategic plan for 2020. The position will begin in early 2019 and run through December 31, 2020. It will be based in Raleigh.

We are looking for a self-starter, energetic, interactive individual to fill this management level position. The candidate will be working with candidates, campaigns, donors and progressive partners to build upon the successes of 2018 by protecting incumbents and picking up additional seats in the 2020 cycle.

### **Qualifications:**

The Caucus Director will have significant successful campaign experience and will have managed at least one contested candidate race. Qualified applicants must have demonstrated skills in managing staff at various levels of responsibility, managing multiple consultant teams, motivating people and developing and implementing strategic plans. Experience leading a board of directors, or committee, or other decision-making entity is preferred. Strategic planning experience should include mission, campaign benchmarks, and clear objectives in the areas of field work, fundraising, and working with support team. Superior project management skills are a must to make sure that campaign strategies and tactics adapt and change with the dynamics throughout the election cycle.

The candidate needs superb judgment, political savvy, significant fundraising experience and success, and a work ethic of the highest degree. Prefer understanding of North Carolina politics, elected officials, and major local political issues. The position requires strong project management skills, the ability to plan backwards and anticipate obstacles, involve stakeholders and partners, and use all resources wisely.

Specific areas of responsibility include:

### **Staff Management:**

Collaborate with the Caucus Leadership Team and Personnel Committee to establish the roles and responsibilities for each staff position and to hire staff as needed and within budget. The



Caucus Director must be able to evaluate employee effectiveness and restructure jobs as necessary. Manage core staff to ensure that the day-to-day operations are tracked for the achievement of producing results without micro-managing.

A major role is the recruiting of highly qualified candidates and campaign staff who are motivated and understand what it takes to win a legislative race. The Caucus Director must have the ability to assess a candidate's strengths and weaknesses and assist in the management of highly contested races.

#### **Communications and Outreach:**

The Caucus Director is responsible for helping to direct and manage Caucus communications in coordination with Caucus leadership and the NC Democratic Party staff. Proven writing abilities are required. The Caucus communication effort should:

- Organize the public argument for Democratic legislative leadership;
- Develop critical communications with donors, activists, stakeholders, partners, consultants, allied organizations, and key constituencies, and
- Seek out and use new and innovative communications tools.

#### **Financial Leadership:**

The Caucus Director and staff are responsible for preparing and executing the campaign fundraising plan and budget, in consultation with the Finance Committee. The Caucus Director is the budget manager of the House Democratic Caucus and will ensure all campaign finance reports, tax returns, and other required reports are filed accurately and on time.

#### **Candidate Recruitment:**

The Caucus Director oversees candidate recruitment and serves as primary point of contact for all candidates. The Director provides staff support for the Recruitment Committee. The Director is also the main point of contact with the North Carolina Democratic Party and all partner organizations that also engage in candidate recruitment efforts.

#### **Campaign Management**

The largest responsibility of the Caucus Director is the management of bi-annual statewide legislative campaign efforts. The Director provides staff support for the Targeting Committee, including recommending which races need what level of support from the Caucus and its staff.



Every race should be provided information to ensure that they have an understanding of what level of support it can expect from the House Caucus. The Caucus Director manages all campaign consultants. The Caucus Director should collaborate with partner organizations to provide candidates and campaign managers with training and support. The Caucus Director oversees recount operations for campaigns whenever necessary.

#### **Reporting Structure and Working Conditions**

The Caucus Director reports directly to the Democratic Leader. Additionally, the Caucus Director will be available as needed to work with all members of the Democratic Caucus, utilizing individual member skills to support a successful caucus operation. The Caucus Director should provide regular updates on the operational needs of the Caucus to the House Caucus Leadership Team. The Caucus Director is also responsible for building and maintaining relationships with key partners in North Carolina and nationally.

This position may require extensive hours and state-wide travel.

The House Caucus provides a full benefits package that includes: health, vision and dental insurance as well as short-term and long-term disability. Starting salary is dependent on relevant work experience and qualifications.

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

**Send a letter of interest and resume to [FlipNCHouse2020@gmail.com](mailto:FlipNCHouse2020@gmail.com). Deadline for Applications: Friday, January 18, 2019.**