

## Research Director:

The North Carolina Democratic Party (NCDP) is currently accepting applications for the position of Research Director. The Research Director will report to the Executive Director while working in concert with the Communications Director. The position is based in Raleigh, North Carolina. Travel is required, and the Research Director must have a car.

Applicants should possess a keen knowledge of the political process and political campaigns and have strong verbal and written communication skills with an eye for detail.

### Responsibilities will include:

- Working to devise and execute a comprehensive research and message testing program for the 2022 election cycle.
- Conducting online database (i.e., Lexis-Nexis), media (TVeyes), courthouse, campaign finance, public record, corporate and business filings, and tracking research.
- Drafting thematic memos, talking points and rapid response documents.
- Managing and directing research staff and managing relationships with research consultants to ensure the Party's long-term and short-term research needs are met.
- Working closely with NCDP Party leadership, the Communications and Digital teams to formulate factual, persuasive messages.

### Key Qualifications:

- Three to four years' experience in political or community organizing, and political campaigns preferred. Political research experience required.
- Outstanding written communication and analytical skills.
- Outstanding organizational and time management skills.
- Ability to work well under pressure, be detail oriented and meet deadlines.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Strong working knowledge of Lexis Nexis and Microsoft Office Suite (Word, Excel, Access, PowerPoint). Database skills are recommended.

### NC Democratic Party Benefits:

All full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.



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@NCDEMPARTY

## How to apply:

Applications can be sent in via email, to [jobs@ncdp.org](mailto:jobs@ncdp.org). All applications must include the following items to be considered:

1. Cover letter: should showcase your interest in this position and highlights your unique skill set(s) and qualification(s).
2. Resume
3. Writing sample; should be from professional experience
4. Salary requirements
5. References; at least 2-3 professional contact

All applications should be emailed to [jobs@ncdp.org](mailto:jobs@ncdp.org). Please only list the words "Research Director" in the subject line. If you have specific questions about this opening, please email Operations Director, Erin Pfingston ([erin@ncdp.org](mailto:erin@ncdp.org)). Applications that are improperly submitted will not be accepted; this position will remain open until filled.

## EEOC Statement:

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 bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identify or gender expression.



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