

2022 North Carolina Democratic Party Coordinated Campaign Operations Director

The North Carolina Democratic Party seeks a 2022 NCDP Coordinated Campaign Operations Director to handle the day-to-day compliance and operations needs of the coordinated campaign. This role is a salaried, exempt full-time, temporary position. We encourage applicants with campaign experience and experience in multicultural environments to apply.

Responsibilities:

- Ensure that the Democratic Party meets all federal and state requirements for record keeping and reporting
- Supervise the planning and execution of departmental goals and metrics.
- Lead HR work, such as employee onboarding, proper record keeping, point of contact for coordinated staff and employee concerns around personnel policy, payroll, and more.
- Supervise, extend offers to, discipline, manage, and direct the activities of the coordinated operations team.
- Lead bookkeeping work, such as processing and paying all bills in a timely manner, reconciling all committee records, working with outside accountants to maintain strong financial records, ensuring tax payments are made, etc.
- Serve as point of contact for day-to-day operations for coordinated campaign staff, including but not limited to office maintenance issues, benefits management, general insurance related matters, payroll, recordkeeping, budgets, and limits tracking, and maintaining lists of staff and partners
- Provide coordinated campaign financials, such as daily and weekly budget tracking, in-kinds for all required expenditures, and more

The staffer in this position will also be tasked with developing, implementing, and maintaining rigorous reporting and analysis protocols:

- Internally (up to State Party leadership), externally (in-state candidates, campaigns, and partner organizations) and nationally (complying with DNC requirements and best practices)
- Developing daily tracking tools for receipts and expenditures made, bills and expenditure requests received, and more

- Weekly cashflow projections, including detailed information regarding types of money / permissible funding sources, as well as weekly expenditure projections with a look-ahead to known bills, payroll, benefits, etc.
- Monthly and quarterly updates for State Party leaders, campaigns, the DNC, and other partners

This is not your typical role; candidates should also be comfortable with:

- Work hours vary from standard office hours and include weekends. This is an exempt, salaried, management position.
- Experience supervising, managing, and directing state campaign employees.
- Managing multiple priorities while maintaining a real passion for accuracy.
- Taking initiative to think ahead and provide solutions.
- Rigorous reporting and analysis – up to State Party leadership, on behalf of in-state candidates and campaigns, and to ensure compliance with DNC programmatic reporting requirements.
- Travel may be required, and the position requires possession of personal transportation.

NC Democratic Party Benefits:

Salary is commensurate with experience.

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.

How to apply:

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

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

NCDEMOCRATS

All applications should be emailed to jobs@ncdp.org. Please only list the words "Coordinated Campaign Operations Director" in the subject line. If you have specific questions about this opening, please email Operations Director, Erin Pfingston (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.