



## North Carolina Democratic Party Job Opening: **Executive Director**

The North Carolina Democratic Party's (NCDP) Executive Director's primary responsibilities are to oversee all programs of the NCDP, build and manage the team, lead the party through special elections, general elections, and coordinated campaigns, oversee the financial health in both the short and long terms and execute a variety of high level events, some of which are statutorily or institutionally required. The Executive Director is responsible for well-managed Party programs that build the Party at the grassroots level, strengthen its infrastructure, and effectively execute the vision of the Chair. The Executive Director must be committed to the NCDP's values and platform. North Carolina will be a highly targeted state in 2024 and the Executive Director will lead a growing team into a Presidential and Gubernatorial cycle under great national scrutiny with unwavering confidence and must function with a high level of organizational competence immediately.

The Executive Director reports to the State Party Chair.

### **Job Description:**

- Manages communications, digital, finance, voter protection, county affairs, compliance, data, field, organizing and canvassing staff, expectations and work output daily;
- Implements strategy and processes of the Chair and leadership of the Party effectively and expediently;
- Maintains close working relationships with various partners including, but not limited to -- DNC, DCCC, DSCC, DGA, DLCC, EMILY's List, NRDC, ASDC, and ASDED as well as other national and local partners as allowed by law;
- Builds and nurtures relationships with local and state elected officials;
- Serves as a spokesperson as appropriate;
- Keeps an updated and working knowledge of campaign finance, election, and compliance laws and works closely with the designated compliance firm and with legal counsel to ensure all Party activities are compliant;
- Builds, tracks, and assesses budgets for the state party and various campaigns;



- Manages the development and oversight of political and campaign strategy;
- Supports the creation, building, and growing of the county parties throughout the state;
- Recruits, interviews, hires, and manages staff;
- Partners with the fundraising staff, Chair, Treasurer, Finance Committee, and donors to create a robust apparatus for fundraising and cultivating large and small dollar donors; and
- Implements the 2024 National Convention Plan.

### **Desired Skills & Qualifications:**

- A minimum of 4 years direct campaign experience – executive experience working on a coordinated campaign, statewide, or congressional political campaign or a state political party preferred;
- Experience managing a large and highly skilled team;
- Familiarity with multi-million dollar budgets and relatively complex tracking and financial compliance laws and theory;
- Experience in soliciting and securing donor dollars is essential both in state and nationally;
- Exceptionally strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines;
- Detail-oriented with exceptional record-keeping and organizational skills;
- Responsive and positive team leader who thrives off of versatility and constant new challenges;
- Exceptional people skills and patience;
- Excellent verbal, written, and analytical skills;
- An unwavering commitment to accuracy and results;
- Effective computer skills, including Microsoft Office Suite, NGP/VAN, Quickbooks, Google Docs;
- Bachelors Degree and at least six years of related work experience; and
- An unwavering commitment to Democratic values.



## PERSONAL ATTRIBUTES:

- **Key Attributes:** Excellent manager of paid staff and volunteers, trustworthiness/believability, highly developed interpersonal and communications skills, self-starter, results oriented, global thinker, diplomatic, ability to multitask, resourceful, strong public communication skills, open-minded to differing views, persuasive, quick thinking, outgoing and approachable, able to work with little supervision, excellent time management skills, strong leadership ability, responsive and timely follow-up, conflict resolution skills, negotiation skills, and ability to influence.
- **Political Acumen:** Knowledgeable in current and possible future practices, trends, and other information affecting the North Carolina Democratic Party and the country. Understands the competitive issues; aware of the political landscape for change and how collaborative strategies around the state work for the betterment of the NCDP; comprehends how collaborative strategies with national entities work for the betterment of the NCDP and candidates in North Carolina.
- **Member Focus:** Dedicated to meeting the expectations and requirements of internal and external groups; effectively articulates and promotes NCDP programs and services; talks and acts with NCDP values in mind; establishes and maintains effective on-going relationships with board members and all groups and gains their trust and respect.

## Logistics & Working Conditions:

- Full-time position.
- Generally, Monday through Friday, shall require evening and weekend hours. Extended hours during election season, State Convention & National Convention.
- Registered Democrat.
- Must have a valid driver's license, a reliable mode of transportation, and the ability to travel extensively at times throughout the state for more than a day at a time.
- Office hours are campaign hours.



**CLASSIFICATION:**

Exempt (not subject to overtime)

**Salary & Benefits:**

The salary and benefits for this position are competitive and commensurate with experience. The pay range is \$99,000 to \$125,000.

Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees also receive paid holidays, paid sick leave, and various other forms of paid leave.

**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.

**Application and Interview Procedure:**

To apply, please send a cover letter, resume, writing sample (your discretion) to [jobs@ncdp.org](mailto:jobs@ncdp.org).

Please only list the words "Executive Director Application" in the subject line. Applications improperly submitted will not be accepted. Applications will be accepted on a rolling basis.

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 identity, or gender expression.