



## North Carolina Democratic Party Job Opening: **Party Affairs Organizing Director**

The North Carolina Democratic Party's (NCDP) Party Affairs Organizing Director's is responsible for programs that build the Party at the grassroots level, strengthen its infrastructure, and effectively execute the vision of the Chair, in coordination with the Executive Director. Their primary responsibility is to serve as a liaison between our on-the-ground volunteer networks, candidates, and the State Party. Volunteer-led organizations like our Precinct Organizations, County Parties, District Parties, Affiliated Organizations, and State Executive Committee Members, and the Candidates who step up to put their name on the ballot are critically important to build and strengthen our local party infrastructure. The Party Affairs Organizing Director will be responsible for coordinating strategic meetings between these stakeholders, assisting in the formation and organization of Precincts and Counties, and executing a variety of high level events, some of which are statutorily or institutionally required. The Party Affairs Organizing Director will be responsible for forming relationships with candidates from the local level to the federal level and maintaining those relationships over the course of the cycle. The Party Affairs Organizing Director must be committed to the NCDP's values and platform. They report directly to the State Party Executive Director.

### **Job Description:**

- Serving as a customer-service representative for critical stakeholders including County Party Chairs, Candidates, State Executive Committee (SEC) Members, etc.
- Diligently answering and returning communications and serving as a State Party liaison between stakeholders and staff
- Establishing and maintaining strong internal communications
- Planning and budgeting small and large-scale (700+ people) meetings, in coordination with the Executive Director, State Party Chair, and other NCDP Staff
- Assisting with candidate recruitment and local party organizing efforts, including but not limited to cold-calling prospects



- Supervising Party Affairs staff including but not limited to: ensuring that staff members are frequently and diligently communicating with Party stakeholders; approving internal messaging sent to Party stakeholders; developing staff member relationships with Party stakeholders; and developing staff member skills and professional development goals

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

- A minimum of 2+ years organizing experience – experience working in the political space preferred
- Deep and thorough knowledge of North Carolina politics
- Working-knowledge of the State Party Structure and Robert's Rules of Order, preferred
- Exceptional customer-service skills, people skills, and patience
- 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
- Competent supervisor who oversees other employees and helps them develop professional skills
- Working knowledge of VoteBuilder, preferred
- An unwavering commitment to Democratic values

### **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.

**CLASSIFICATION:**

Exempt (not subject to overtime); permanent; not a bargaining unit position.

**Salary & Benefits:**

The salary and benefits for this position are competitive and commensurate with experience. The pay range is \$60,000 to \$72,000 annually, or \$5000 to \$6000 monthly.

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 "Party Affairs Organizing 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.