



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

The North Carolina Democratic Party (NCDP) is hiring an Organizing Director for a year-round voter contact program to elect Democrats up and down the ballot. This is not an entry level position. The Organizing Director will be responsible for designing, managing, implementing, and executing the field program objectives across the state. The ideal applicant has campaign or political experience, works well in a fast-paced environment, and has a commitment to electing progressive candidates. The Organizing Director will work in close coordination with the Executive Director. This is a full-time, salaried, exempt position based in Raleigh, North Carolina. Travel will be required when safe; possession of reliable transportation is required.

### **Responsibilities will include:**

- Assisting in the hiring and placement of organizing staff throughout the state
- Supervising organizing staff throughout the campaign cycle, while implementing clear benchmarks and accountability measures
- Designing and implementing field and voter contact programs
- Working to build local grassroots volunteer teams that will then engage in direct voter contact, volunteer recruitment and retention.
- Facilitating tiered canvass programs
- Working with Party's data director to analyze data and track progress of field programs
- Coordinating with organizing directors of statewide campaigns and caucus programs
- Preparing weekly reports for Executive Director
- Building and leveraging key relationships on the ground across the state
- Leading internal communications with organizing staff
- Work to elect all Democrats up and down the ticket.
- Work to develop strong relationships with local stakeholders and constituency groups, including county party leaders and members, local grassroots organizations and activists, and partner and ally groups.



- Meeting or exceeding metrics-based goals for volunteer recruitment & retention as well as direct voter contact.
- Ensuring all volunteer outreach and engagement is tracked in VAN and reports are submitted daily.
- Representing the Democratic Party of the North Carolina Democratic Party and our policies, including neutrality as directed.
- Other duties as assigned.

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

- Proficient in voter database systems, such as NGP-VAN, and Office Suite;
- Previous campaign field management experience required; proven ability to meet voter contact and recruitment goals;
- A minimum of 3-5 years of relevant community or political organizing/advocacy experience required; 2 in a leadership position;
- An independent thinker, self-motivated, problem solver, and team player, with a commitment to excellence;
- Have strong organizational skills, and ability to stay focused with attention to detail;
- Staff management and training skills required with the ability to inspire and motivate candidates and staff;
- Reliable transportation required for frequent travel up and down the state.
- Ability to collaborate and participate in complex decision-making processes;
- Analytical approach to problem-solving.
- An independent thinker and problem-solver, a planner who is also self-motivated and a team player;
- Ability to meet multiple shifting deadlines and priorities with nimbleness and flexibility while maintaining a perspective on long-term goals.
- Successful experience working with teams representing a rich mix of talent backgrounds, and perspectives
- Knowledge of North Carolina political landscape, preferred

### **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 \$70,000 annually, or \$5,000 to \$5,833 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 "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.