

NCDP Convention Manager

The North Carolina Democratic Party seeks a Convention Manager to lead convention planning and coordination. The Convention Manager will report to the Executive Director and coordinate cross-departmental responsibilities to execute all aspects of the 2024 North Carolina Democratic Convention. This position will: help to raise and manage a seven-figure budget, inform the speaking program, coordinate speaking invitations, ensure compliance with legal requirements with North Carolina statute and Party rules, manage principal and VIP relationships, and, most importantly – motivate and coordinate team collaboration.

The ideal applicant works well in a fast-paced environment, and has a commitment to electing Democrats. This is a temporary full-time, salaried, exempt position based in Raleigh, North Carolina with an end date of August 31, 2024. National Travel will be required; possession of reliable transportation is required.

Responsibilities will include:

- Coordinate numerous moving pieces and cross-departmental and cross-partner requests and concerns.
- Oversee the planning of the 2024 North Carolina Democratic Convention, creating and tracking the budget and contracts and collaborating with the finance team on revenue
- Assist the Party Business Advisor on logistics to achieve the required legal requirements and duties under the North Carolina Democratic Party Rules and North Carolina statutes
- Plan speaking program for the 2024 Democratic State Convention
- Manage relationships with hotels and convention center staff, including tracking hotel room block bookings ahead of deadlines to ensure room-night minimums are met
- Liaise with A/V company for convention advance, program, seating layout, and stage design. Responsibilities also include coordinating move-in/move-out with venue(s), handling venue, vendor, staff, and participant logistics, working with organized labor as necessary, and coordinating approval, rental, and placement of booths
- Work with venues, including hotels, partner organizations, and companies to ensure programming is accessible to participants with disabilities
- Additional duties as assigned

Desired Skills and Qualifications

We do not expect any candidate to possess all of these skills and experiences, and we encourage you to apply even if a couple of them do not perfectly describe you.

- Strong interpersonal skills
- Highly organized and committed to details

- Ability to juggle multiple tasks and deadlines at once
- Team building and motivating team members
- Superior project management skills. Know how to plan a project or program, track progress, delegate tasks, and adjust resources as needed.
- Outstanding communication skills
- Commitment to a collaborative workplace
- Fundraising experience with lobbyists and corporate donors
- Willingness to travel in North Carolina and nationally.
- Familiarity with North Carolina and North Carolina politics is helpful.

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 throughout the state for more than a day at a time.

Classification

Exempt (not subject to overtime); temporary position ending in August 2024; 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 - \$70,000 annually or \$5,000 - \$5,833 per month.

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:

To apply, please send a resume to jobs@ncdp.org. We will review a cover letter as part of your application, if you would like to submit one, but it is not required. Please only list the words "Convention Manager 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.