

## **NCDP Operations Director**

The North Carolina Democratic Party seeks an Operations Director to handle the day-to-day compliance and operations needs of the State Party, county party organizations, state and federal campaigns, and activists. We encourage applicants with campaign experience and experience in multicultural environments to apply.

The ideal applicant has operations experience, works well in a fast-paced environment, and has a commitment to electing Democrats. This is a full-time, salaried, exempt position based in Raleigh, North Carolina. Possession of reliable transportation is required.

### **Responsibilities will include:**

- Communicate with the Executive Director and Finance Director regarding all finance/compliance issues.
- Collaborate with the Treasurer & compliance consultant to produce monthly /quarterly/yearly FEC & NC BOE reports.
- Assist with general office operations as needed.
- Main point of contact for all things pertaining to the maintenance and use of Goodwin House
- Analyze invoices/bills and determine which account(s) to pay them with.
- Pay invoices/bills on a weekly basis or as needed.
- Communicate with vendors regarding the progress of their invoices.
- Maintain a system of filing paid invoices/bills.
- Administer payroll on a monthly basis.
- Serve as the group administrator for employee benefits including health, dental, vision, and disability.
- Responsible for Onboarding and Offboarding of all employees.
- Maintain employee files.
- Serve as a resource for employees regarding human resources issues.
- Work directly with a compliance consultant to file the required reports with the Federal Election Commission monthly and the NC State Board of Elections quarterly.
- Maintain records of monetary and in-kind contributions to candidates and party committees.
- Utilize your resources to attain missing data needed to file reports.

### **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.*

- At least 2 cycles in campaign, advocacy, administrative work, or a related operations role, with previous
- Statewide operations experience on a coordinated campaign strongly preferred

- Previous experience with payroll systems, benefit management and/or managing budgets
- Experience hiring and managing paid staff; with additional focus on staff professional development
- Proficient in Microsoft Word, Excel, and Google Suite
- Exceptionally well organized with intense attention to detail and process
- A desire to work collaboratively to implement creative solutions to unique problems
- Commitment to electing Democrats up and down the ticket in North Carolina

### **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); permanent position; not a bargaining unit position.

### **Salary & Benefits:**

The salary and benefits for this position are competitive and commensurate with experience. The pay range is \$75,000 - \$80,000 annually or \$6,250 - \$6,666 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](mailto: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 "Voter Protection 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.