

## **NCDP Deputy Voter Protection Director**

The North Carolina Democratic Party (NCDP) is hiring a Deputy Director of Voter Protection to support the Director of Voter Protection. This role will be integral to the implementation of the strategic and operational programs needed to expand voting access and ensure that all eligible voters in North Carolina can cast a ballot and have that ballot count. This will include working on all aspects of the Party's voter protection program, including direct voter assistance, local advocacy, voter education, the poll observation program, and post-election planning. With a heavily litigated and frequently-legislated set of governing laws, this position will require the ability to track and plan for multiple contingencies and ensure that the NCDP's programming and voter education messaging addresses these changes so that voters are empowered to exercise their right to vote.

The ideal applicant has voter protection experience, organizing experience, strong administrative skills, and demonstrated problem solving and communication skills. 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:**

- Work with the Voter Protection Director on strategic planning and implementation.
- Help the Voter Protection Director track and respond to changes to voting laws and procedures from both legislation and litigation.
- Develop volunteer pipelines and processes, including processes around recruiting, training, assigning, credentialing, and managing volunteers.
- Create resources and facilitate trainings for voter protection volunteers and volunteer leaders.
- Manage voter protection volunteer data in Votebuilder, ensuring organization and data integrity.
- Support internal and external communication around voter protection and voter education in North Carolina.
- Cultivate strong relationships with county-level democratic organizations to help recruit and coordinate volunteer activities.
- On year requirements include working outside of normal work hours; including canvassing and other election-preparation as necessary.

### **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.*

- Proven Project Management Experience – Prior experience planning, overseeing and leading strategic projects from ideation to completion. Strong attention to deadlines, due-outs, and details.

- Excellent Communication Skills – Demonstrably excellent interpersonal, verbal and written communication skills. In particular, the distillation of complex issues into digestible bites which empower people to act.
- Management Skills – Able to maintain organized records and task lists, manage own time and deadlines, and surface issues early. Able to manage relationships within a team, treat coworkers and volunteers equitably and inclusively, and give and receive feedback in a respectful, improvement-oriented manner.
- Relentlessly Goal-Oriented – Enjoys working toward and achieving ambitious goals. Keeps calm in stressful situations. Has the capacity and willingness to work long hours during peak season, and knows how to protect against burnout.
- Commitment to the NCDP's Values – A strong commitment to protecting the right to vote and expanding access to the ballot, strengthening the Democratic Party, and winning elections.

#### **Qualifications (Preferred):**

- Juris Doctorate
- Experience managing staff and volunteers
- Proficient in VAN, LBJ, Google Docs, Slides, and Sheets
- Political organizing and/or campaign experience
- Previous voter protection, poll observer, poll worker, or hotline volunteer experience

#### **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 - \$78,000 annually or \$6,250 - \$6,500 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 "Deputy 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.