

## **North Carolina Coordinated Campaign Deputy Operations Director**

The 2024 North Carolina Democratic Coordinated Campaign is seeking a Deputy Operations Director who will be responsible for helping to oversee the operations infrastructure for a statewide coordinated campaign as our operation scales up for the 2024 cycle. The ideal applicant is highly organized, works well in fast-paced environments, can effectively communicate within our team and across departments, and has operations experience. The Deputy will be responsible for handling sensitive and confidential matters, including budget planning and HR support. This position requires some flexible hours and eagerness to assist on any task. Access to reliable transportation is required for this position.

This is a temporary full-time position through the 2024 election cycle.

### **Job Description**

- Work closely with the Chief Operations Officer to manage day to day operations needs for the campaign.
- Collaborate on projects with the Operations, Organizing, Political, and other teams.
- Manage procurement and logistics for office expenses and events.
- Work with the Chief Operations Officer to accurately forecast the budget and execute projects according to budget constraints.
- Ensure that all expenses across the organization are tracked and remain within budget.
- Address operations issues and needs from staff in a timely manner.
- Coordinate and track staff and volunteer needs, including supplies and technology assets.
- Assist operations staff with payroll and other HR processes, including onboarding and offboarding.
- Other duties as assigned, to support the department and organization's mission.
- This position's schedule will vary based on the needs of the campaign and point in the cycle and is likely to require evening and weekend work over the course of the election cycle.

### **Required Skills & Qualifications**

- Growth Mindset - Able to take and implement feedback.
- 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, rolling up their sleeves and getting the work done.
- Cultural Competency - Able to build authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities. Understands how to take an inclusive lens into all aspects of work.
- Focused on Creative Solutions - Has the ability to develop and execute creative solutions to complex challenges.

- Multitasking in a Fast-Paced Environment - Proven ability to manage details and stay on top of multiple tasks, large and small, at once. Able to adapt to shifting priorities, can handle a diverse and evolving workload over prolonged periods of time. Experience working in a fast-paced environment.
- Excellent Verbal & Written Communication Skills - Strong interpersonal skills, customer service attitude, and ability to communicate with people from many backgrounds.
- Technical Proficiency - Highly proficient in Excel/Google Suite with experience working from shared databases and workbooks.

### **Preferred Skills & Qualifications**

- At least one cycle of general campaign experience with campaign operations or field experience AND/OR at least two years of operations experience strongly preferred.
- At least 3 years of work experience.
- Prior budgetary experience.
- Well versed in technology.
- Committed to electing Democrats up and down the ballot.

### **Salary and Benefits**

This position is salaried at \$6,500 - \$7,500 per month (commensurate with experience). This position is based in our state HQ office in Raleigh, NC

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. Full-time employees also receive unlimited paid time off on an as needed basis subject to employer approval, two floating holidays, and paid holidays.

This is not a CWG bargaining unit position.

### **Application and Interview Procedure**

Candidates should submit their resumes at <https://forms.gle/1sJkHtotUMtf8Wrg9>.

**Due to FEC regulations, only U.S. citizens or U.S. green card holders are eligible to apply for this role.**

*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 basis of race,*

*color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.*