



North Carolina Coordinated Campaign Operations Director

About the Opportunity

The North Carolina Democratic Party (NCDP) is seeking an experienced Operations Director for the 2026 Coordinated Campaign.

The Operations Director will be responsible for managing the operations and logistics of the 2026 Coordinated Campaign. This fundamental role within the Senior Leadership Team will work closely with other departments to implement programs that elect Democrats up and down the ballot. This position is full-time and based in Raleigh, North Carolina.

Key Responsibilities & Expectations

Work closely with the Coordinated Campaign Director to maintain day-to-day spending, accurately track projected expenses, and manage the coordinated campaign budget, including:

- Maintaining the coordinated budget and regularly reconciling all accounts
- Assisting with payroll processing, employee benefits, and reconciling benefit expenses
- Assisting with recordkeeping of revenue and expenses for compliance reporting purposes

Serve as Human Resources lead for coordinated campaign staff by:

- Facilitating the onboarding and offboarding of all coordinated campaign employees
- Creating a structure for incident reporting and maintaining HR records
- Building comprehensive policies for the implementation of all union regulations and campaign IT security standards

Secure coordinated campaign offices, negotiate leases, and set up and maintain utilities and supplies

Ensure logistical support for all coordinated departments, including working with vendors, ordering merchandise and materials, and completing regular supply audits

Hire, train, and manage a team of operations staff to support various departmental responsibilities

Other responsibilities as assigned

Preferred Skills & Qualifications

- At least 2 cycles in campaign, advocacy, administrative work, or a related operations role; 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 a focus on staff professional development
- Proficient in Microsoft Word, Excel, and Google Suite
- Exceptionally well-organized with strong attention to detail and process
- A desire to work collaboratively to implement creative solutions to unique problems
- Registered Democrat



Classification

Exempt (not eligible for overtime pay); temporary position; not a bargaining unit Position.

The final date of employment will be 11/15/2026.

Salary & Benefits

The pay range is \$102,000 - \$114,000 annually or \$8,500 - \$9,500 per month.

This role includes unlimited paid time off, subject to supervisor approval. 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 use this form: [HERE](#). 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.