



North Carolina Coordinated Campaign

Deputy Operations Director

About the Opportunity

The North Carolina Democratic Party (NCDP) is seeking a Deputy Operations Director for the 2026 Coordinated Campaign. The Deputy Operations Director will support the statewide operations program, ensuring smooth logistics, budget management, HR processes, and departmental coordination.

The Deputy will help manage staff, implement processes, and maintain operational systems to support the campaign's field, voter access, data, and communications programs. This is a full-time position based in Raleigh, NC, with travel as needed. This position reports to the Operations Director.

Duties and Responsibilities

- Support the Operations Director in managing day-to-day campaign operations, including budget tracking, payroll, benefits, and expense reconciliation.
- Assist in maintaining accurate records of revenue and expenses for compliance reporting.
- Support HR functions for coordinated campaign staff, including onboarding and offboarding, maintaining HR records, and implementing policies.
- Assist in office management, including securing office space, negotiating leases, and maintaining utilities and supplies.
- Support logistical operations across departments, including vendor coordination, ordering materials and merchandise, and conducting supply audits.
- Hire, train, and manage operations staff or fellows, providing coaching, feedback, and fostering an inclusive, accountable team culture.
- Develop and maintain operational systems and processes that support program efficiency and compliance.
- Collaborate with other campaign departments to ensure seamless operational support for field, voter access, data, and communications programs.
- Perform additional duties as assigned by the Operations Director.

Required Skills, Abilities, and Experience

- 2+ cycles of campaign, advocacy, administrative, or operations experience; previous statewide operations experience strongly preferred.
- Experience managing staff and/or volunteers, including coaching and professional development.
- Proficiency with Microsoft Office, Google Suite, and basic accounting/operations tools.
- Strong organizational skills, attention to detail, and ability to manage multiple projects simultaneously.
- Ability to collaborate across teams and implement creative solutions to operational challenges.
- Familiarity with payroll, benefits, and budget tracking preferred.
- 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 \$78,000 annually or \$6,500 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 basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.