



Voter Access Program Manager (Full-Time)

North Carolina Coordinated Campaign — Voter Access Program

About the Opportunity

The North Carolina Democratic Party's Voter Access team works to ensure that eligible voters can access the ballot and have their votes counted. The Voter Access Program Manager is a mid-level program leader within the statewide Voter Access program, responsible for managing the execution of a defined program "lane" (e.g., poll observation, voter assistance hotline/boiler room, voter education, ballot cure, election administration & advocacy, post-election planning) and supervising staff supporting that lane.

Program Managers own day-to-day implementation, troubleshooting, and quality control for their program area, while coordinating closely with Deputy leadership on strategy, goals, and escalation decision-making. **Position**

Details:

- **Classification:** Exempt (not eligible for overtime pay); temporary position; not a bargaining unit position. Final date of employment will be 11/15/2026.
- **Location:** Raleigh, NC
- **Supervises:** Voter Access Associates and Voter Access Fellows (as assigned); may also supervise volunteer leads/captains in program lane
- **Schedule expectations:** Some evenings/weekends during peak election periods (early voting, Election Day, recount/cure periods as applicable)
- **Travel/vehicle requirement:** Willingness to travel statewide; access to a reliable vehicle and cell phone required
- **Eligibility note:** Must be able to meet NCDP employment eligibility requirements, which may include being a registered Democrat.

Potential Core Responsibilities (Based on program needs and fellow interests)

Program ownership (defined lane; may rotate as needed)

- Own the day-to-day management and execution of a defined Voter Access program area (e.g., poll observation, hotline/boiler room, voter education, ballot cure, election administration & advocacy, post-election planning), aligned to the statewide strategy and the Deputy Director's goals.



- Translate strategy into operational plans: create workbacks, timelines, staffing plans, training calendars, and clear deliverables; surface risks and propose mitigations early.
- Maintain “single source of truth” program documentation (SOPs, training decks, volunteer toolkits, version control logs, trackers).

People management (Associates/Fellows)

- Hire (if applicable), onboard, train, and directly manage Associates/Fellows assigned to the lane; provide clear expectations, coaching, feedback, and performance support; foster a collaborative and accountable team culture.
- Delegate effectively and build repeatable workflows so the program is resilient during peak volume.

Volunteer program leadership

- Recruit, train, and manage volunteers supporting the lane (including volunteer leadership escalation as appropriate); design trainings and workflows that are clear, engaging, and scalable.
- Monitor execution quality (e.g., script adherence, documentation standards, incident reporting quality), and implement corrective coaching and process improvements.

Rapid response + troubleshooting

- Identify, triage, and troubleshoot operational issues in the program lane—especially during early voting and Election Day.
- Ensure potential legal issues are recognized and escalated correctly to Deputy/Director/legal counsel per established protocols.

Confidentiality, legal exposure, and data stewardship (core expectation)

- Handle and safeguard sensitive and confidential information as part of routine responsibilities, which may include voter PII, VAN data, internal strategy documents, legal guidance/memos, litigation- or strategy-adjacent communications, and incident escalation logs. •

Apply strong judgment, follow all data security practices, and maintain strict confidentiality in internal and external communications. **Tools, reporting, and metrics**

- Ensure data integrity and effective use of voter access tools (e.g., NGP VAN, LBJ, and related trackers/workflows); partner with Data/Ops on process design and data hygiene.
- Track program metrics and progress against goals; prepare regular

updates for Deputies/Director.



Required Skills, Abilities, and Experience

- At least 1 election cycle of campaign experience or voter protection/voter access work (or a closely related comparable role); prior voter protection exposure required for this level.
- Demonstrated ability to operationalize programs: planning, execution, troubleshooting, and prioritization under pressure.
- Strong written and verbal communication skills; ability to translate complex information into clear operational guidance (for volunteers, staff, and internal stakeholders).
- High attention to detail and strong organizational systems; commitment to documentation and version control.
- Strong judgment handling confidential/sensitive information and escalating potential legal issues appropriately.
- Ability to collaborate across teams and build productive relationships with diverse stakeholders.
- Willingness to travel statewide; reliable vehicle and cell phone required.
- Familiarity with NGP VAN, LBJ, or comparable voter access/CRM tools (or demonstrated ability to learn quickly).

Preferred Qualifications

- Prior **direct staff management** experience (strongly preferred).
- Prior voter access experience (strongly preferred).

Salary & Benefits

- The pay range is \$66,000 annually or \$5,500 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.
- All full-time employees are offered a comprehensive benefits package. 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 submit:

- Resume
- Short cover note (can be an email) describing your interest in voter access work and your weekly availability
- Optional: writing sample (1–2 pages) or a short voter-facing explainer you have created

Equal Opportunity Employer

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.