



## District Manager – NC State Senate

The North Carolina Senate Democratic Caucus is seeking a highly motivated candidate for the position of District Manager. For the right candidate, there is the potential to transition into the role of campaign manager ahead of the 2022 elections. To confirm, this is a full-time position through November 8<sup>th</sup>, 2022. Additionally, the District Manager is a salary-exempt position, with a salary range of \$45,000 to \$60,000 depending upon experience. The ideal candidate will have experience in volunteer recruitment, organizing, field, and campaign management. The District Manager will work closely with central caucus staff, including the Executive Director and Deputy Executive Director, to build relationships within the district, identify opportunities to support and add capacity to the efforts of local groups already on the ground, and help organize the district for the purposes of supporting and electing the Democratic State Senate candidate in 2022. This position will be based in North Carolina and will work in-person with Senate Caucus staff.

### Responsibilities will include:

- Identify and build relationships with gatekeepers/influencers in district
- Identify new opportunities to work with different communities in the district to prepare for 2022
- Develop a GOTV strategy and streamline with existing groups on the ground to ensure all areas of GOTV are covered and avoid duplication of efforts
- Immersion in local county party through attendance at meetings and building relationships with party officers and members
- Analyze district data and develop precinct prioritization plan
- Assist in candidate recruitment in district where applicable
- Stay abreast of local issues in the district and report to caucus staff on those issues
- Candidate will be required to use their personal laptop
- Travel within North Carolina will be required, and candidate must have reliable personal transportation
- Candidate will be required to work campaign hours, including nights and weekends

### Qualifications and Requirements:

- Experience with VAN/VoteBuilder
- Experience recruiting and training volunteers
- Ability to coordinate with multiple groups to achieve a common goal
- Ability to work well with a range of different people and personalities
- Ability to quickly learn the district down to the precinct level
- Knowledge and understanding of the differences in urban and suburban portions of the district
- Specific experience working in diverse communities



### **How to apply:**

Applications can be sent in via email, to [senatecaucus@ncdp.org](mailto:senatecaucus@ncdp.org). All applications must include the following items to be considered:

- 1) Cover letter: should showcase your interest in this position and highlights your unique skill set(s) and qualification(s).
- 2) Resume
- 3) References; at least 2-3 professional contacts

All applications should be emailed to [senatecaucus@ncdp.org](mailto:senatecaucus@ncdp.org). Please only list the words "District Manager Position" in the subject line. Applications that are improperly submitted will not be accepted; this position will remain open until filled.

### **NC Democratic Party Benefits:**

The salary range for this position starts at \$50,000 annually, commensurate with experience and negotiable. In addition to base salary, all full-time (30 hours or more) 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.

### **EEOC Statement:**

*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 identify or gender expression.*