

## Coordinated Campaign Director

The North Carolina Democratic Party ("NCDP") is hiring a Coordinated Campaign Director who will develop and oversee the 2022 NCDP Coordinated Campaign. This campaign cycle will have a significant impact on the US Senate Race, Congressional races, Statewide Judicial races, and State Legislative races. They will manage the coordination between multiple high-salience campaigns across the ballot. In addition to coordinating multiple candidates, the Coordinate Campaign Director will work with a variety of state, local and national stakeholders. To confirm, this will be a full-time, salary exempt position through November 2022. The Coordinated Campaign Director will be responsible for the daily management, training, and progress to goals for all field staff. They are present to facilitate the building of activities that generate excitement, knowledge, presence, and votes in their communities. This is not an entry level position; all candidates should possess at least four cycles of campaign experience in statewide or federal electoral or advocacy campaigns. This is not a remote work position; the Coordinated Campaign Director will work in-person at NCDP Headquarters in Raleigh. The Coordinated Campaign Director will report directly to the Executive Director and Chairwoman. Travel will be necessary when safe, possession of a valid driver's license and reliable transportation is required.

### Responsibilities will include:

- Work with senior staff to design and implement field plans for registration, persuasion, early vote and Get Out the Vote, including volunteer recruitment, site-based and door-to-door canvassing, grassroots phone banks and other engagement efforts
- Lead all aspects of the programs, including hiring and management of program staff, management of volunteers, script design, geography selection and targeting
- Design, implement and/or lead trainings for program staff and volunteers
- Provide regular updates to senior campaign staff
- Collaborate with a wide range of stakeholders in the state to ensure that the field program takes into consideration key priorities
- Developing relationships with democratic activists in the community and engage them in field events and activities.
- Communicate regularly with partners to collaborate, share information, and track progress toward goals



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- Ensure that all field activities are properly recorded and tracked in VAN. Work closely with the data team to develop metrics and progress reports for all program activity
- Plan, draft, and track program budgets
- Work with other departments to ensure that all outreach and voter contact activities closely align with field
- Develop an understanding of campaign-finance and other applicable state laws, and ensure appropriate compliance and reporting with the legal team
- Work with development staff to ensure timely updates for donor-related needs
- Other duties as assigned.

## Qualifications and requirements:

- At least four cycles of senior-level campaign experience, particularly related to field programs and/or volunteer-based outreach programs
- Ability to manage diverse staff and volunteers remotely using a metrics driven approach
- Ability to mediate between and balance the needs of multiple stakeholders
- Proficient in VAN; experience with SQL a plus
- Ability to work in a fast-paced environment while remaining detail-oriented and focused on deadlines
- Must be proficient in Microsoft and Google platforms
- General understanding of campaign-finance laws and other applicable federal and state regulations governing coordinated campaigns
- Experience managing multi-department and/or multi-level staffing structures.
- Experience coaching staff to improve.
- Ability to speak, write, and communicate effectively to staff, and partners of different backgrounds and experience as well as the public at large
- Ability to work long, irregular hours and maintain a positive attitude

## How to apply:

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

- 1) Cover letter: should showcase your interest in this position and highlight your unique skill set(s) and qualification(s).
- 2) Resume
- 3) Writing sample; should be from professional experience
- 4) Salary requirements
- 5) References; at least 2-3 professional contacts



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All applications should be emailed to [jobs@ncdp.org](mailto:jobs@ncdp.org). Please only list the words "Coordinated Campaign Director" in the subject line. If you have specific questions about this opening, please email Operations Director, Erin Pfingston ([erin@ncdp.org](mailto:erin@ncdp.org)). Applications that are improperly submitted will not be accepted; this position will remain open until filled.

## NC Democratic Party Benefits:

In addition to base salary, 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.

## 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.*



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