



NC House Dems, Research Director

Reports to: *Executive Director*

Salary: *\$5,000/mo, cell phone stipend, healthcare plus vision and dental*

Start date: July 15th, 2021

End Date: December 31st, 2022

Summary:

The Research Director works closely with the Caucus Director and other caucus staff to develop and implement a comprehensive research program for the 2022 election cycle. This is a new position for the NC House Democrats and so the person filling this position needs to be able to build out a comprehensive research program which includes communications structures, set deadlines, and creatively implement the duties of their role.

Responsibilities

- Develop and implement a Research program for the NC House Dems.
- Overseeing several Research Department activities, producing research memos and thorough fact checks, and contributing to the campaign's strategic planning.
- Producing extensive research documents, compiling information from public sources including news clips, campaign finance disclosures, travel records and receipts, personal financial disclosures, property, court, and business records, and research databases, as well as in-depth research analyzing federal, state, and local governmental voting records.
- Contributing to an aggressive rapid response operation.
- Participating in effective approval processes and a culture of political risk management.

Minimum Qualifications:

- Previous research experience required
- Excellent research skills, including experience creating campaign research memo, and a strong attention to detail.
- Specific experience employing campaign research in support of polling and paid media operations.

Desired Qualifications:

- Proficiency in writing research documents, including bullet writing, and vetting.
- Experience writing and tracking public records requests at the local, state, and federal levels.
- Understanding of event tracking and media monitoring.
- Demonstrated commitment to following sound processes and effectively managing risk.

To Apply:

Send two writing samples, resume, and cover letter to dwalton@ncdp.org.

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