

North Carolina Senate Democratic Caucus
Raleigh, North Carolina
Executive Director
Search

Overview:

The Executive Director of the NC Senate Democratic Caucus reports directly to the Senate Democratic Leader but works closely with the Leadership team and other caucus members to further the aims of the Senate Democratic Caucus with the goal to win more Senate seats and flip the NC Senate Chamber. The Executive Director (in coordination with the SDL and the Leadership Team) will be responsible for all aspects of Caucus operations including strategic campaign planning, making key personnel decisions regarding staff, developing plans for communicating and messaging, and fundraising.

We are seeking an Executive Director to lead the day-to-day operations of the caucus. The selected individual will immediately update and implement the strategic plan for the upcoming 2024 election cycle and beyond.

We are seeking an energetic self-starter who will work collaboratively with our leadership team and other caucus members, as well as candidates, campaigns, stakeholders, donors, and staff to continue building our caucus program, protecting our incumbents, and taking advantage of demographic changes and other opportunities to flip seats currently held by Republicans. The Executive Director must have a passion for working in challenging political environments, a long-term commitment to winning State Senate races in North Carolina, significant successful campaign experience, and experience managing at least one contested candidate race.

Qualified candidates must have demonstrated skills in managing staff at various levels of responsibility, managing multiple consultant teams, motivating people, and developing and implementing strategic plans. Experience leading other organizations such as a board of directors, a committee, other decision-making entities, or executive level experience is helpful. Strategic planning experience should include developing clearly defined mission statements, establishing campaign benchmarks and clear objectives in the areas of field, fundraising, and working with support teams.

Superior project management skills are essential to make sure that campaign strategies and tactics adapt and change with the dynamics of the election cycle. The candidate must be able to conduct a backward planning process, anticipate obstacles, and navigate around those obstacles with the involvement of stakeholders and partners, while using resources wisely and efficiently.

The ideal candidate must have superb judgment, be politically and tech savvy, have significant fundraising experience and success, and a work ethic of the highest order. The candidate must

be able to work independently and as part of a team and provide guidance and leadership in all aspects of caucus operations.

The most ideal candidate will have a good understanding of all aspects of winning elections including state of the art campaign techniques, digital, campaign planning, targeting, polling, election law, grassroots/issue-based mobilizing, and get out the vote programs. A solid background and understanding of North Carolina politics, elected officials, and major local political issues would also be beneficial as well as having a good historical grounding in the politics of the south and how to win senate seats in southern states, particularly in North Carolina.

Responsibilities:

The Executive Director's responsibilities include at a minimum:

Serving as the chief strategic and tactical executive of the NC SDC political staff. This includes assisting the Democratic Leader in developing, nurturing, and managing political relationships across North Carolina.

Creating and implementing fundraising and long term organizational plans.

Hiring and managing all staff, including conducting periodic performance reviews, planning staff development and training curriculum, and reviewing staff functions for restructuring where necessary.

Creating an annual budget and finance plan for SDC campaigns with input from the consultant team and approval from the SDC leadership.

Developing a communications plan, digital program, and candidate recruitment and training program.

Managing the consultant team selected by the Caucus and approve all paid communication.

Creating incumbent protection plans for all vulnerable incumbents.

Managing candidate recruitment and serve as a point of contact for candidates.

Hosting monthly stakeholder and partner organization meetings to report on progress to goal.

Growing the organization to ensure that we compete and win targeted races across the state.

Working with NC Democratic Party leadership to ensure a candidate for Senate is fielded in every non-targeted state senate district.

Ensure compliance with all federal and state election laws.

Build and leverage key relationships with national and in-state allies.

Qualifications:

At least 5 years' experience in Executive/Senior level management in political campaigns;

A clear understanding of all aspects of winning elections;

Significant successful campaign experience.

Proven ability to recruit, train, and develop staff.

Strong experience with data and targeting.

Strong data and analytical skills including fundraising databases.

Ability to communicate effectively, work well under pressure, be detailed oriented, and meet deadlines.

Experience in crafting a prospectus and soliciting and securing both large and small donations.

Basic media experience, writing press releases/media advisories, and working with reporters.

Compensation:

Annual compensation is negotiable and commensurate with education and experience. The NC Senate Democratic Caucus offers a competitive benefits package.

Preferred Start Date – Immediate

Location

The position is based in Raleigh, North Carolina.

The North Carolina Senate Democratic Caucus is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality to supporters and constituents. The NC SDC is an equal opportunity employer and prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law.

Applying for the Position

Email a resume, cover letter, and three references to Fred Aikens at

FrederickAikens@CenturyLink.net no later than **5:00 PM Friday, September 22, 2023.**

Questions may be addressed to Fred Aikens at the above email address.