



## **Description**

The North Carolina Senate Democratic Caucus (NCSDC) is seeking Campaign Managers for Tier 1 campaigns across the state of North Carolina. Campaign Managers will be responsible for all departments of each campaign, including finance, field, political and communications. Campaign Managers will report directly to their candidate and NCSDC Senior Staff. The ideal candidates will have at least one cycle of legislative campaign experience and the ability to thrive in a collaborative, fast-paced, and innovative environment. The work will require travel, evening, and weekend hours.

## **Responsibilities**

- Work with a team of consultants and senate caucus staff to write a campaign plan and budget
- Develop and execute a multifaceted finance plan with programs aimed at multiple donor categories (including PACs, high and low dollar individuals, and other institutional givers)
- Manage candidate/principal call time, including donor research, tracking pledges, conducting all follow-up correspondence, and officially thanking donors
- Build on, manage, and improve the existing donor database to identify, research, and recruit new donors
- Oversee field operations, including canvass scheduling and launches, volunteer recruitment, engagement and retention
- Collaborate with candidate/principal, caucus staff and consultants on messaging, outreach strategy, and get out the vote activities
- Prepare candidate/principal for interviews & debates, create press releases, manage press relationships and rapid response communications
- Supervise and manage campaign staff, interns, and volunteers
- Manage day to day campaign operations, coordinate candidate/principal's schedule and prioritize to ensure time is allocated wisely

## **Skills and Qualifications**

### *Required:*

- Volunteer management experience
- Experience with Votebuilder, NGP, and ActBlue
- Excellent Google Docs and Microsoft Excel skills
- Strong interpersonal skills with the ability to problem-solve quickly
- Strong attention to detail
- Must be willing to relocate to the district they will be working in
- Commitment to democratic values

### *Preferred:*

- Call Time Management experience
- Familiarity with North Carolina politics
- Creating graphics for social media
- Experience as a campaign manager or finance director encouraged
- Experience managing paid staff preferred, but not required



Salary and Benefits: \$5,000 – \$6,500/month, salary commensurate with experience. The NCSDC is dedicated to a healthy work environment that includes health benefits to its employees.

### **How to Apply**

Please submit interested resumes to [isabelle@ncdp.org](mailto:isabelle@ncdp.org) with “[Full Name] Campaign Manager” in the subject line.

The North Carolina Senate Democratic Caucus is an auxiliary organization of the North Carolina Democratic Party. Our mission is to elect Democratic candidates to the State Senate. The North Carolina Senate Democratic Caucus is overseen by Leader Dan Blue.

**Priority Deadline to Apply:** December 15, 2023. Interviews will be conducted on a rolling basis until all the positions have been filled.

**Start Date:** Managers will be expected to be on the ground in their respective districts beginning in January.

### **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.