



North Carolina Democratic Party House Caucus

Campaign Manager

The North Carolina Democratic Party House Caucus (NCDPHC) is seeking dynamic Campaign Managers for their 2024 State Legislative races in their effort to break the supermajority. Campaign Managers will report directly to their candidate in addition to the NCDPHC. They are responsible for developing and overseeing all departments of the campaign inclusive of finance, field, political, and communications.

The ideal applicant has at least one cycle of relevant campaign experience, works well in fast-paced environments, has a proven ability to meet goals, and is committed to electing Democrats at the legislative level. This is a full-time, salaried, cycle-based exempt located in North Carolina. Travel will be required when safe; possession of reliable transportation is required.

Responsibilities will include:

- Working with NCDPHC central staff and consultants to write and implement, finance, field, and paid communication plans
- Manage day to day operations inclusive of candidate's schedule to ensure priorities are being met and time is allocated wisely
- Manage candidate finance plan which includes staffing call time, building donor events, managing logistics, tracking donations for compliance, and all donor follow ups
- Build and manage donor databases to identify and solicit new donors
- Oversee field operations, including canvass and phone bank schedules/launches, volunteer recruitment, engagement, and retention
- Collaborate with candidate, NCDPHC central staff, and consultants on messaging, outreach strategy, and get out the vote activities
- Prepare candidate for interviews and debates, create press releases, manage press relationships and handle rapid response communications
- Other duties as assigned

Desired Skills & Qualifications:

- Proficient in voter database systems such as NGP-VAN, ActBlue, in addition to G-Suite, excel, Microsoft word, and Zoom
- A self-motivated, team player with a proven track record of meeting goals and deadlines with an ability to adapt to changing circumstances
- Strong organizational skills with a great attention to detail
- Experience working with diverse teams representing a rich mix of talent, backgrounds, and perspectives
- Willingness to collaborate in a team environment to solve complex problems and work across departments when necessary to meet long term goals
- Must have reliable transportation and a willingness to relocate
- Knowledge of North Carolina political landscape, or previous work in the south preferred but not required



Logistics & Working Conditions:

- Full-time temporary position based in Raleigh, North Carolina
 - Ideal start date is February 1, 2024 through November 30, 2024
 - Hours are subject to campaign with flexibility; extended hours during election season
- Must be a registered Democrat
- Must have a valid driver's license and a reliable mode of transportation

Classification:

Exempt (not subject to overtime); not a bargaining unit position.

Salary & Benefits:

The salary and benefits for this position are competitive and commensurate with experience. Salary range is \$66,000 to \$72,000 annually or \$5,500 to \$6,000 per month. Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees also receive paid holidays, paid sick leave, and various other forms of paid leave.

NC Democratic Party House Caucus Benefits:

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.

Application and Interview Procedure:

To apply, please email a cover letter with preferred type of district, urban/suburban/rural included and resume to Executive Director, Amanda Eubanks at aeubanks@ncdp.org. Please list "NCDPHC Campaign Manager" in the subject line. Applications improperly submitted will not be accepted. Applications will be accepted on a rolling basis with priority given to those received by January 24, 2024.

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 identity, or gender expression.