

## **North Carolina Coordinated Campaign Out of State Program Director**

The 2024 North Carolina Democratic Coordinated Campaign is seeking an Out of State Program Director who will be responsible for managing and executing the Out of State (OOS) volunteer program and build relationships with OOS volunteers and organizations to grow capacity for the coordinated campaign. The ideal applicant is organized, a self-starter, able to follow through on deadlines and individual projects, a multi-tasker, and determined to elect Vice President Kamala Harris, Governor Tim Walz, and Democrats up and down the ballot. This is a full time, temporary, exempt position through November 15, 2024. Access to reliable transportation is required for this position.

### **Job Description**

- Work closely with the GOTV Director and Deputy GOTV Director to manage, scale, and execute efforts to recruit, bring in, and assign volunteers from across the country who want to support the North Carolina Coordinated Campaign, virtually and in-person.
- Develop and implement a creative organizing plan to build a community of OOS volunteers and develop buy in from OOS groups.
- Create strategies and systems for staff to track and successfully meet metric benchmarks.
- Coordinate with the Training and Operations departments to ensure volunteers are set up for success.
- As needed, coordinate with various out of state groups, and sometimes stakeholders, to intake volunteers.
- Work closely with the distributed team to organize a variety of events, in person and virtually.
- Manage fast-moving deadlines and complex projects with multiple stakeholders and contributors.
- This position requires working outside of normal work hours; including direct voter contact projects and other election-preparation as necessary.

### **Required Skills & Qualifications**

- Growth Mindset – Able to take and implement feedback.
- Ability to track and report data in a timely, consistent, and accurate manner.
- Relentlessly Goal-Oriented – Enjoys working toward and achieving ambitious goals. Keeps calm in stressful situations. Has the capacity and willingness to work long hours during peak season, rolling up their sleeves and getting the work done.
- Cultural Competency – Able to build authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities. Understands how to take an inclusive lens into all aspects of work.

- Organizational Skills – Demonstrated ability to handle incoming information from several mediums while remaining incredibly organized and establishing time to look ahead for potential scheduling issues.
- Prioritization Skills – Must have experience balancing competing priorities and deadlines in addition to recognizing one’s own capacity and when to say no.
- Managerial/Supervisory Skills - Experience managing a program from start to finish with tight deadlines and turnaround times.
- Committed to electing Democrats up and down the ballot.

### **Salary and Benefits**

This position is salaried at \$7,500/month. This position is based in our state HQ office in Raleigh, NC

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. Full-time employees also receive unlimited paid time off on an as needed basis subject to employer approval, two floating holidays, and paid holidays.

This position is not in the CWG Bargaining Unit.

### **Application and Interview Procedure**

Candidates should submit their resumes at <https://forms.gle/1sJkHtotUMtf8Wrg9>.

**Due to FEC regulations, only U.S. citizens or U.S. green card holders are eligible to apply for this role.**

*The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative 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.*