



## North Carolina Democratic Party Job Opening: **Communications Director**

The North Carolina Democratic Party (“NCDP”) is looking for a Communications Director to craft our core messaging, set the tone, and portray our organization’s values. The Communications Director is responsible for establishing relationships with media outlets, developing strategic communication plans, and handling public relations issues that arise internally or externally. They are primarily tasked with building and executing an aggressive earned media, bracketing, and surrogate program to purport the values of Democratic Party and hold Republicans accountable. They will be the main spokesperson for the party, responsible for strengthening the party’s voice as we seek to support progressive candidates from the local level to the federal level and raise the NCDPs public profile. The Communications Director will report directly to the Executive Director, and be expected to maintain close working relationships with every other Department of the Party to ensure cohesive messaging across our organization. This position will be based in Raleigh (NC) and will require travel when safe. All candidates must have a valid driver’s license and reliable transportation.

### **Job Description:**

- Crafting a values-based voice for the State Party and overseeing it’s strategic implementation
- Developing and directing proactive rapid response communications
- Writing and editing external communications, including talking points, scripts, letters, press releases, and op-eds
- Staffing the State Party Chair and other surrogates for interviews, including radio, print, and television
- Planning and executing earned media events and bracketing statewide Republican events and activities
- Fostering and maintaining close working relationships with journalists across the state
- Maintaining and updating media lists
- Monitoring local and national press for relevant stories and developments



- Serving as a spokesperson as appropriate
- Supervising staff members of the Communications Department, including approving written work; training staff members on State Party tools required to complete their work, like VoteBuilder and email CRMs; and ensuring staff member messaging cohesively fits in with the overall communications of the NCDP
- Maintaining close working relationships with the DNC, the DGA, the DLCC and other Democratic entities working in North Carolina

### **Desired Skills & Qualifications:**

- A minimum of 3+ years experience working in Communications - experience working on a campaign or in the progressive space preferred
- Exceptionally strong time management skills with the ability to manage multiple projects and competing priorities simultaneously under strict deadlines and familiarity working in a fast-paced environment
- Exceptional written and verbal skills
- An ability to explain complex issues in layperson's terms, both verbally and in writing
- Strong interpersonal skills to quickly form relationships with media and surrogates
- An unwavering commitment to accuracy and results
- An unwavering commitment to Democratic values
- Knowledge of North Carolina's political landscape preferred
- Ability to incorporate diverse perspectives into a cohesive political message

### **Logistics & Working Conditions:**

- Full-time, permanent, exempt position. Not a bargaining unit position.
- Generally, Monday through Friday, shall require evening and weekend hours. Extended hours during election season.
- Registered Democrat.
- Must have a valid driver's license, a reliable mode of transportation, and the ability to travel extensively at times throughout the state for more than a day at a time.



**CLASSIFICATION:**

Exempt (not subject to overtime)

**Salary & Benefits:**

The salary and benefits for this position are competitive and commensurate with experience. The pay range is \$65,000 to \$75,000 annually or \$5416 to \$6250 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 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 send a cover letter, resume, writing sample (your discretion) to [jobs@ncdp.org](mailto:jobs@ncdp.org).

Please only list the words "Communications Director Application" in the subject line. Applications improperly submitted will not be accepted. Applications will be accepted on a rolling basis.

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.