

# Wake County Democratic Party

*Job Opportunities*



## Operations Director

### About the Organization

Wake County Democratic Party (WCDP) is a grassroots organization with the goal of electing Democrats who share our values. We educate, organize, activate, and mobilize in our communities to build lasting, meaningful change.

### Our Philosophy

Wake County Democrats believe EVERY person has inherent value, is worthy of the right to thrive, and deserves a voice in all levels of government. We empower people to organize in their local communities. We fight for voters' rights to participate and choose their elected officials. We stand for accessible healthcare and bodily autonomy. We value high-quality public education. Wake County Democrats condemn and defy hate or discrimination against marginalized people in any form.

### What We Do

We help communities organize and build power to advocate for their needs.

We help our neighbors get to the polls by providing accurate and timely information about elections and candidates.

We advocate for candidates and policies that align with our values and serve the needs of ALL Wake County residents.

## About the Position

WCDP is hiring a full-time Operations Director who will advance both short-term priorities and long-term strategic plans for Wake Dems through the 2024 election and beyond.

The Operations Director is responsible for coordinating party affairs and managing the day-to-day physical and technological operating activities of the Party. The Operations Director reports directly to the Executive Director and works in close collaboration with the County Executive Council. Duties also include but are not limited to:

- **Party Affairs**

- Planning and assisting with official Party meetings in conjunction with the Chair and First Vice Chair, including but not limited to County Executive Committee meetings, Precinct Annual Meetings, and the Annual County Convention
- Assisting with the planning and execution of events for fundraising, socials, and other Party gatherings
- Coordinating with the Data Management Corps and Executive Council to maintain accurate Party records

- **Operations — Physical & Logistics**

- Managing inventory of WCDP assets
- Overseeing supply and distribution hubs across the county and any physical spaces the Party may acquire
- Managing distribution of supplies for events, tabling opportunities, and other organizing activities

- **Operations — Data & Technology**

- Supporting the Party in data processing, management, and analytics
- Providing Party teams and committees with timely, curated data
- Coordinating with the 4th Vice Chair to provide technological support

- **General Operations**

- Assisting with various other duties in support of the Party's mission, vision, and strategic plan as assigned by the Executive Director

## Experience

Strong applicants will have a minimum of 2+ cycles of electoral or operations/data science experience. Additional experience managing volunteers is preferred.

## Requirements

In addition to the skills necessary to perform the above activities, the following skills are also desired:

- Working understanding of the NC electoral process to support grassroots organization and mobilization
- Proactive mindset to continually seek out opportunities to contribute
- Strong critical thinking and analytical skills to address complex challenges
- Ability to work in fast-paced environments and manage competing priorities
- Positive interpersonal skills and the ability to foster supportive, collaborative teams
- Mission-driven work ethic to lead a volunteer organization from the front for long hours during demanding organizational and electoral seasons

## Compensation and Benefits

The anticipated salary range for this position is \$48k - \$60k. The compensation package includes a benefits stipend of \$425/mo, 15 days of paid vacation, 15 days of paid holiday, and 15 days of paid personal leave.

## Application Instructions

To apply, please [submit your resume here](#). Interviews will be conducted on a rolling basis by invitation only. This posting will remain open and applications will be accepted until the position is filled.

Applicants who are passionate about the role and believe they would be a good fit at WCDP are encouraged to apply even if they don't meet all of the criteria outlined above.

*WCDP is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or any other non-merit factor.*