



1821 Green Street, Durham, NC 27705

JOB POSTING: Policy Fellow (12 months, renewable)

ABOUT THE ORGANIZATION

Democracy North Carolina (Democracy NC) uses organizing, research, and advocacy to protect the right to vote, reduce the influence of big money in politics, and advance fair representation in our state. For 25 years, this 501(c)3 nonprofit organization (and its predecessor, Democracy South) has taken on powerful institutions and political leaders, regardless of party, and promoted reforms that expand public involvement in the political process. Over the long term, Democracy NC seeks to both build a multi-racial, multi-class civic culture in North Carolina and advance the structural reforms to grow and preserve it. Its work involves a variety of distinct but integrated activities, including:

- **Organizing both statewide and in local communities** – from the halls of the legislature to city halls and local boards of elections – to bring together diverse groups of people to focus on shared advocacy and civic engagement goals.
- **Research that leverages subject-matter expertise to analyze barriers to political participation and to propose solutions.** Findings are distributed to targeted audiences, media, and other intermediaries.
- **Advocacy through local and statewide networks of informed citizens who are willing to pursue and defend meaningful pro-democracy policies and take a more active role in government.** This includes frequent training for citizens, including Democracy Summer, a paid internship for outstanding college students.

Democracy NC has a full-time staff of 16 with a main office in Durham and regional organizing offices in Asheville, Charlotte, Fayetteville, Greenville, and Winston-Salem.

ABOUT THE POSITION

The Policy Fellow is a twelve-month, renewable position that supports Democracy NC's efforts to advance structural democracy reform and mitigate harm from voting restrictions through legislative, administrative, and legal channels. The Fellow will help develop and carry out the organization's long-term reform agenda by conducting research and writing policy memoranda on specific policy ideas, their legal standing, models from North Carolina and elsewhere, and the details of their potential implementation. The position will also monitor legislative and administrative activity, maintain relationships with local, state, and national partner organizations, and assist with the creation of both voter education materials and persuasive advocacy content for traditional and social media.

The Policy Fellow reports to the Research & Policy Director, works directly alongside a Senior Researcher who supports the program's data analysis work, and is based in the organization's Durham office.

Responsibilities:

- Conduct policy research to support legislative and administrative advocacy on election law issues, including voting rights, redistricting, and campaign finance regulation.
- Draft materials for use, educating lawmakers and policy implementers, including issue summaries and research memoranda.

- In coordination with the Research & Policy director, conduct outreach to public officials in the North Carolina General Assembly, State Board of Elections, county boards of elections, and other agencies as necessary.
- Support Democracy NC's coalitional relationships with state, local, and national partners by attending meetings, contributing to multi-organizational projects, and building and maintaining partner relationships.
- Monitor the activities of local election boards through coordination with Democracy NC organizers and volunteer monitoring teams, including regular review and follow-up on reports submitted by monitoring teams.
- Develop materials for public education and persuasion, including op-eds, flyers, and online resources on topics that include voter ID implementation, redistricting reform, and Census participation.
- Conduct presentations on policy developments for general public and in support of organizing efforts throughout the state.
- Other duties as assigned.

Experience and Qualifications

- 3-5 years of experience in policy advocacy, research, and analysis, OR 2 years work experience in policy advocacy, research, and analysis and a relevant graduate degree.
- Experience working in coalition with other organizations and communicating with public officials.
- Track record producing written material for both internal strategic use and external education purposes.
- Familiarity with democracy policy issues, including voting rights, redistricting, and money in politics, or the proven ability to come up to speed quickly.
- Familiarity with the intersection of policy advocacy, grassroots organizing, and public communications.

Skills and Attributes

- Excellent written communication and public speaking skills.
- Ability to work with both quantitative and qualitative data, and translate its significance to stakeholders and the general public.
- Superior people skills; good instincts, excellent listening skills and judgment of character, ability to understand and connect to people's motivations, ability to build strong relationships.
- Ability to work well independently and as part of a team.
- Strong interpersonal communication skills: direct, proactive communication style; ability to ask for support; ability to give and receive constructive feedback from colleagues and supervisors.
- Flexibility, patience, clear-headedness, positive attitude, and sense of humor in a fast-paced work environment.
- Ability to stay self-organized, multi-task, and manage multiple projects at once.
- Commitment to Democracy NC's mission and values; ability and willingness to work with diverse groups including people with low-income, people of color, rural and urban people, college students, conservatives, moderates, liberals, LGBTQI, elected officials, etc.
- Understanding / analysis of structural and institutional oppression is a plus.

APPLICATION PROCESS

This is a 12-month, full-time position with salary range of \$42,500 to \$50,000, depending on experience, and is renewable, based on employee performance and organizational budget and need.

Send cover letter and resume to jobs@democracync.org. **Position will remain open until filled.** Subject line should read "Policy Fellow" coupled with your name. No phone calls please.

Democracy North Carolina is an equal opportunity employer committed to equity in the workplace. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, sexual orientation, or prior record of arrest or conviction. We seek a workplace that reflects and respects the full range of the nation and state's diversity.