



Democracy North Carolina Research Manager Job Description

Organization Overview

Democracy North Carolina (Democracy NC) works to strengthen democratic structures, build power in disenfranchised communities, and inspire confidence in a transformed political process that works for all. Through grassroots organizing, policy advocacy and research, and strategic communications, the nonpartisan organization aims to protect and advance voting access, ensure fair representation, and increase the participation of those historically underrepresented in the political process, especially people of color. For nearly 30 years, this 501(c)3 nonprofit (and its predecessor, Democracy South) has taken on powerful institutions and politicians, regardless of party, and promoted reforms that expand public involvement in civic life. Democracy NC works closely and in coalition with reform-minded local, state, and national partners to achieve the policy outcomes and grassroots participation necessary for a just and equitable democracy.

Position Overview

The Research Manager is a full-time 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 Research Manager will help develop and carry out the organization's long-term reform agenda by conducting research, data analysis, and writing reports on various topics relating to democracy and voting rights. The position will also assist with the creation of both voter education materials for traditional and social media.

The Research Manager reports to the Advocacy Director and works directly alongside another team member who supports our election protection programs and advocacy work. This position is currently remote but is based in the organization's Morrisville office. During the summer, the Research Manager is responsible for supervision and support for our Advocacy Summer Fellows.

Role Responsibilities:

- Analysis of large datasets (qualitative and quantitative) and generation of data heavy organizational resources;
- Generation/Drafting of timely and responsive research reports to inform and support organizational priorities;
- Onboarding, management, work-planning, and evaluation of summer research fellows;
- Support for Communications/Digital as needed upon request, especially for local impact statistics, data visualizations, and factsheets;
- Creation and facilitation of data trainings, as needed, for Advocacy Team interns, colleagues, and community partners;
- Data support for Coalition Partners, Press, and Regional Managing Organizers as needed, upon request; and
- Research related to legislative/administrative developments, as directed by Advocacy Director.

During Major Election Cycles:

- Lead site targeting and volunteer assignments for Election Protection program,
- Statewide and disaggregated (race, ethnicity, age, gender) turnout analyses after major elections;
- Early Voting site and hour usage analysis, including analysis to support site/hour expansions in the case of contested plans; and
- Early Voting Advocacy talking points upon request, especially for county board members appealing alternate plans to the state board.

Desired Skills:

- Policy research experience, familiar with quantitative and qualitative analysis and able to translate its significance to stakeholders and the general public.
- Experience with Excel/Google Sheets required; Tableau/GIS/R/STATA a plus but **not** required.
- Excellent written and verbal communication skills.
- Sharp, strategic thinker who can work independently as well as in a team setting and is intellectually curious.
- Close attention to and experience managing details.
- At ease in a dynamic, fast-paced work environment.

Qualifications:

- 2-3 years of work experience in a related field, OR 1-2 years of work experience in a related field and a relevant graduate degree (e.g., JD, MSW, MPA, MPP, Journalism).
- Some staff management/project management experience preferred.
- Interest in learning North Carolina election law with ability to build deep expertise on the details of policy and practice (both at statewide and local levels).
- Versatile and creative researcher, with both qualitative and quantitative research experience.
- Commitment to North Carolina and the South.
- Commitment to racial justice and understanding of structural and institutional oppression.

APPLICATION PROCESS

- This is a permanent, full-time position with a salary range of \$50,000 – 59,000, depending on experience.
- Send a cover letter and resume to jobs@democracync.org. Position will remain open until filled. Subject line should read “Research Manager” 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.