



## **Washington State Democrats Coordinated Campaign**

### **Job Description – Data Director**

**Position: Data Director**

**Location: Seattle, WA**

The Data Director is a member of the senior staff of the State Party and the Coordinated Campaign. They are the senior administrator for all VoteBuilder users across the state and manage this incredible resource with extreme professionalism, integrity, and ethics. The Data Director is responsible for high-level data analysis, visualization, and data-driven field and political strategy throughout Washington.

The person in this position will be expected to work irregular hours, including nights and weekends, and must have access to a laptop. The Data Director will report to the Coordinated Campaign Director. They will also work with the State Party Team. The salary for this position is \$72,072 to \$79,993/year, plus health care and mileage reimbursement. The position is part of a union collective bargaining agreement. Work is currently remote but will operate out of the Seattle State Party and/or Seattle Coordinated Campaign headquarters once public health officials have declared it is safe to return to an office work environment. Proof of full vaccination is required.

#### **The Data Director will:**

- Maintain data integrity within VoteBuilder via regular Voter File updates, enforcing protocol for database organization, and ongoing data hygiene practices;
- Work closely with the DNC and Secretary of State's office to ensure timely and accurate updates of the voter file, and dropbox locations;
- Manage, enhance, and provide analysis of volunteer recruitment database, voter contact results, program health, early vote, voter registration, virtual predictive dialer, web-based programs, and text messaging programs, and other data relevant to campaigns, and present these outcomes effectively to leadership and external stakeholders;
- Create voter contact and volunteer recruitment universes for the Coordinated Campaign by providing technical perspective at the strategic and tactical levels including assistance with metrics and goals;

- Lead data presentation development. Must be comfortable developing district profiles, landscape memos, slide show presentations, and other documents to communicate data analysis or projections with key stakeholders;
- Standardize and effectively communicate data from multiple sources to produce complex reports;
- Oversee the voter protection program, including, but not limited to, the Voter Protection Hotline, troubleshooting hotline issues as they arise, designing and executing the matchback program, uploading matchbacks to VoteBuilder, and answering early voting questions for campaigns, as necessary;
- Oversee the ballot curing program, the responsibilities of which include, but are not limited to, developing an understanding of Washington state election laws, designing and implementing the program, and training and overseeing volunteers to assist with the ballot curing program;
- Work directly to elect candidates to office, taking care of all data needs partner campaigns may have;
- Work directly with national staff, other state parties, and local parties to work to elect democrats up and down the ticket;
- Manage State Party information security practices;
- Manage all technology-related contracts for the State Party in a cost-effective manner.

**Qualified candidates should have the following skills, including, but not limited to:**

- Strong customer service skills and the ability to manage multiple, competing demands from various state party departments, campaigns, and local parties at the same time;
- Proficiency with the NGP/VAN platform with experience as a VAN administrator managing user profiles, scripts, creating targets, utilizing and interpreting scores.
- Prior experience managing a statewide voter file;
- Prior community organizing experience (paid, volunteer, or internship) for at least one election cycle;
- Ability to effectively communicate in-person and write clearly;
- A passion for social justice and a commitment to Democratic Party values;
- Strong attention to detail and comfort working in a fast-paced office environment, both individually and collaboratively, while remaining detail oriented and focused on deadlines;
- Proficiency in Google Data Studio, Tableau, or other data visualization languages or platforms;
- Experience as a G-Suite Administrator;
- Ability and willingness to work nights and weekends;
- 2+ years complete campaign experience with at least one cycle on a campaign data team preferred;
- Familiarity with GIS preferred;
- Proficiency with SQL and experience or knowledge of at least one of the following R, Python, or other languages efficient for data manipulation and reporting required;
- Familiarity with BigQuery SQL preferred.

This position will remain open until October 29th, 2021. To apply, please send your resume to [Diane@wa-democrats.org](mailto:Diane@wa-democrats.org) with the subject line "Data Director Application," along with a brief description of why you are uniquely qualified for the position.

The Washington State Democratic Central Committee strives to create a diverse, equitable, and inclusive environment and is proud to be an equal opportunity employer. We actively encourage applicants from historically underrepresented backgrounds, including first-generation college graduates, Black applicants, Indigenous applicants, and applicants of color, people with disabilities, and people who identify as part of the LGBTQ\* community. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.