



www.ridemocrats.org

Title: Data Director

The Rhode Island Democratic Party (RIDP) is seeking a Data Director to handle its day-to-day data needs, as well as support modernization of campaign data/technical capacity for Rhode Island Democratic Campaigns. The individual will have significant independence in shaping how data is used effectively by Rhode Island Campaigns up-and-down the ballot, while working closely with the Democratic National Committee (DNC). We are looking for a passionate, hardworking individual committed to electing Rhode Island Democrats and encourage all qualified applicants with campaign experience to apply.

The RIDP is a small but mighty team mostly working remote at this time. Location for the Data Director is in RI during the latter part of the election cycle. Ability to work independently and proactively is absolutely essential.

Status: Full-time employment. Salary and benefits commensurate with experience and qualifications. Salary is \$50,000-\$55,000. The Data Director reports to the Senior Advisor.

Duties:

- VAN Administration:
 - Administer the RIDP's VAN committees, including user permissions, accounts, shared datasets, and other settings
 - Provide technical support for all VAN users
 - Oversee & administer all policies relating to VAN access & usage
- Voter File Enhancement: Lead efforts to expand and improve data available about Rhode Island voters
- Training & Modernization: Develop and deliver campaign data/tech training and best practices, particularly around VAN and other voter contact tools, in order to help modernize RI Democratic campaigns' use of data & technology
- Targeting, Analytics, & Reporting: Work with various datasets, partners, & technical systems to provide the following:
 - Targeted universes for campaign strategies (such as voter contact and volunteer recruitment) and advise campaigns on best practices for usage
 - Reporting of voter contact results, program health, early vote and absentee turnout, voter registration, and other data relevant to campaigns, and present these outcomes effectively to leadership
 - Ad hoc data analyses to advise leadership on data-driven

political/campaign insights

- Data Management: Build workflows to streamline internal reporting, data, & operational tasks - including working with the DNC and the Secretary of State's office to ensure timely and accurate updates of the voter file, early/mail vote data, and polling locations

Core Qualifications:

These are the skills you will need most to be successful in this position:

- Advanced proficiency with VAN/Votebuilder & its usage on campaigns
- Robust electoral campaign experience, especially experience producing advanced voter Targeting using predictive models and other data
- Enthusiasm for Democratic politics
- Ability to communicate data-driven recommendations to non-technical audiences
- Proficiency with SQL and any scripting language (Python, R, etc.) for data management and analytics
- Ability to take direction and work independently: take initiative and independently provide data-oriented solutions internally and externally to campaigns.

Additional Ideal Qualifications:

If you do not have all of these qualifications, we still would love to receive your application:

- Advanced proficiency with VAN/ Votebuilder, particularly experience Administering VAN & managing core voter data in VAN
- At least two (2) cycles of electoral campaign experience
- Ability to work in a fast-paced and collaborative environment, while remaining detail-oriented and focused on deadlines.
- Experience managing Data for an electoral-focused organization or campaign, at a director or deputy-director level position.
- Excellent ability to communicate technical topics with non-technical audiences, and to incorporate qualitative insights into data-driven decision-making
- Experience managing Cybersecurity on campaigns, primarily implementation of baseline security measures advised by the DNC.
- Advanced experience with predictive models and probabilities, and their application to voter targeting/segmentation

To Apply:

Send a resume to Kate@campaignfixer.com, with the subject line “Data Director,” by **January 31, 2022**

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