



DISTRICT OF COLUMBIA
DEMOCRATIC PARTY

JOB ANNOUNCEMENT: DC Democratic Party Data Director (part-time virtual)

The DC Democratic Party is seeking a part-time Data Director to assist the Executive Director in handling the day-to-day data needs of the Party, municipal, state and federal campaigns. The position will work with the DNC to use data to build successful campaigns. We encourage applicants with campaign experience to apply. We are looking for a passionate, hardworking individual who is committed to electing Democrats and who will make a commitment to the DC Democratic Party until November 30, 2022.

Duties and Responsibilities (including, but not limited to):

- Handling the timely and strategic acquisition of the statewide voter file and other key datasets;
- Day-to-day management of users and committees in VoteBuilder;
- Collaborating with the Executive Director to develop and deliver training curriculum;
- Providing timely and relevant analysis of data and fielding requests for specialized research projects, in many cases requiring rapid turnaround;
- Tracking and disseminating analysis of voter contact results, early vote and absentee turnout, voter registration, and other data relevant to campaigns and caucuses;
- Collecting raw political data and converting it to usable form for analysis; scrubbing and matching acquired lists back to the voter file.
- Work directly with campaign managers including potential Coordinated Campaign leadership to provide technical perspective at the strategic and tactical levels.
- Provide prompt customer service to party leaders, candidates, and their staff by providing access to the Voter File, training on its use, and troubleshooting any issues that arise.
- Use political sense to give advice to clients and suggest queries or modifications to data requests where appropriate.
- Ensure that all users are able to use the online voter file effectively.

Required Skills, Abilities, and Experience:

- Enthusiasm for Democratic politics;
- Knowledge of VAN/Votebuilder - bonus if you've ever been an administrator;
- At least 2 cycles of electoral campaign experience;
- Managing multiple priorities while maintaining a passion for accuracy;
- Taking initiative and provide data-oriented solutions to departments across the organization;
- A team player whose number one goal is to ensure the party's success;
- A positive, customer-service oriented personality and the ability to respond to issues promptly;
- Ability to plan and manage time-sensitive projects with competing needs;
- Experience standardizing data from multiple sources to produce complex reports;
- Expertise with statistical models, precinct targeting and VAN.

Bonus skills:

- SQL or any other language efficient for analyzing large datasets;
- Familiarity with predictive models and probabilities, and their application to voter targeting/segmentation;

The Data Director will report to the Executive Director. The position is part-time, 20 hours a week with a monthly payment of \$1,500/month. The part-time position does not include health benefits.

How to Apply:

- To apply please submit a cover letter, resume, and three references to Claudette David, Executive Director via email at executivedirector@dcdemocraticparty.org
- The position is available until filled.

Equal Employment Opportunity Policy: The DC Democratic Party is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis.