



Voter File Manager for the New York State Democratic Party

The New York State Democratic Party is looking for a Voter File Manager to manage the day-to-day data needs of the New York State Democratic Party, county party organizations, state and federal campaigns, and activists.

The Voter File Manager will be responsible for administering the statewide voter file, creating and implementing data statewide data standards, and providing strategic and technical support. This is a permanent position and will continue after the November 2022 election cycle.

Interested candidates should email a cover letter, resume, and three references to doug@nydems.org with the subject line "Name- Voter File Manager."

Responsibilities include, but are not limited to:

- Managing the timely and strategic acquisition of the voter file
- Collecting and sharing important political information, including early and absentee voting data from County Boards of Elections and other sources, and converting it to useable form for analysis
- Maintaining all NY Dems data assets
- Day-to-day management of users and committees in VAN
- Developing and hosting trainings on VAN for County Democratic Parties and campaigns
- Creating shared searches and targets when needed
- Updating polling locations and early voting sites in VAN
- Maintaining the NY Dems internal 'My Campaign' database
- Providing timely and relevant analysis of data and fielding requests for specialized research projects, in many cases requiring rapid turnaround
- Offering remote technical support to campaigns and political organizations
- Tracking and disseminating analysis of voter contact results, voter registration, and other data relevant to campaigns and caucuses
- Implementing and managing VAN-integrated organizing tools, including SMS and event management tools.
- Assisting the State Party with bi-annual meetings and other important projects as assigned

Preferred skills include:

- VAN/Votebuilder expertise
- At least one cycle in field or in a similar political campaign role
- Experience in database management or querying with SQL
- Familiarity with Portal and Google BigQuery/Phoenix
- Advanced experience with Excel and Google Sheets, especially with lookups and array formulas
- Basic experience with GIS and mapping programs
- Motivation and willingness to work nights and weekends when needed

- Ability to effectively communicate and explain data and analytical concepts to non-technical staff
- Good time management skills and ability to manage multiple projects and deadlines simultaneously
- Flexibility and professionalism to handle competing and changing priorities and deadlines

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The NY Dems is committed to building a staff that reflects the diverse communities that make up our state and the Democratic Party. Working towards the goal of a diverse NY Dems, our policy extends to both Staff and Consultants.