Kansas Democratic Party Voter File Manager

The Kansas Democratic Party is seeking a Voter File Manager to administer the statewide voter file (VoteBuilder), manage the day-to-day data needs of the State Party, candidates, county parties, and affiliated groups, and develop and report upon metrics that will help deliver Democratic victories up and down the ticket. The position will work across departments and with the DNC to build successful campaigns. We encourage those with political campaign experience or experience in data analytics interested in a career in politics to apply.

Duties and Responsibilities:

- Day-to-day management of users and committees in VoteBuilder;
- Managing timely and strategic acquisition of the voter file;
- Maintaining an inventory of all data assets;
- Creating and maintaining survey questions, activist codes, and other VoteBuilder infrastructure;
- Creating all shared searches and targets;
- Maintaining the State Party My Campaign database;
- 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 from County Boards of Elections and other sources and converting it to a usable form for analysis;
- Train campaign team members, party members, and activists on how best to use VoteBuilder;
- Work in close coordination with campaigns and caucuses to answer questions, troubleshoot issues, and implement base practice data standards;
- Work with the DNC data and technology teams and national partners to maintain voter history.

Required Skills, Abilities, and Experience:

- At least one cycle of prior campaign experience preferred;
- Demonstrated data analysis and writing skills, preferably in a political environment;
- Ability to plan and manage time-sensitive projects with competing needs;
- Knowledge and familiarity with VAN;
- Knowledge of Excel and Google Sheets;

- Experience in or willingness to learn database management or querying with SQL;
- Basic familiarity with GIS and mapping programs preferred but not required;
- Experience standardizing data from multiple sources to produce complex reports;
- Strong attention to detail, including the accuracy of data entry;
- Ability to multitask and manage time effectively;
- Excellent customer service skills.

Salary range ($45K - $55K) commensurate with experience.

Application Instructions and Deadline

Applicants should email a resume and three professional references to Jonathan@kansasdems.org.

Hired applicant must already be or become a Kansas resident.

The Kansas Democratic Party is committed to attracting and retaining a diverse workforce and is an equal opportunity employer that does not discriminate on the basis of race, color, religion, sex, creed, sexual orientation, gender identity or expression, pregnancy, national or ethnic origin, disability, age, marital, veteran or economic status, or any other legally protected basis. The Kansas Democratic Party is committed to providing reasonable accommodations to individuals with disabilities in the hiring process and on the job, as required by applicable law. Please contact us for any accommodations needed in the hiring process.