



Data Manager

The Maryland Democratic Party is hiring a data manager to oversee the data needs of the State Party. The data manager will be responsible for overseeing our voter file operation, data & analytics needs, and generally ensure all data for the party is organized, accessible and strategically utilized in elections. This position will report to the Deputy Executive Director.

Responsibilities:

- Manage and Administering VoteBuilder statewide;
- Utilize the voter file and related tools to design and build reports;
- Set up processes for efficient data collection, tracking, reporting and analysis;
- Regularly collaborate with other departments to infuse data operations into individual priorities and projects;
- Develop training resources for Democratic candidates and committees;
- Provide data support to local committees as appropriate;
- Other duties as assigned.

Qualifications:

- Experience applying data & analytics tools in a political, business, or non-profit setting;
- Proficiency in data specific programming languages and data tools (such as GIS or similar tools) as well as data dashboard builders;
- Experience using VAN | Votebuilder at an administrative level;
- Strong commitment to Democratic values and enthusiasm for electing Democrats up and down the ballot;
- A creative mindset and an eagerness to try new things;
- Reliable transportation and willing to travel as needed;
- Strong organizational skills and attention to detail;
- Ability to work irregular hours, including occasional nights and weekends while out of cycle;
- Adequate writing skills and communication ability;

Employment Type: Full-time

Compensation: This position is non-exempt, at a rate of \$3500 - \$5000 per month with benefits. This position is at-will employment. This position start date is flexible based on candidate availability. This position is based in Annapolis, MD during in-person work days.

How to Apply: Please email jobs@mddems.org using the subject line “Data Manager Application” the following information:

- Resume
- Two professional references
- (optional) Any other information you think would be helpful to your candidacy

Note: This job description is intended to provide a general overview of the position. Duties, responsibilities, and qualifications may be subject to change based on campaign needs and priorities.

MDP prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran's status, or any other basis prohibited by applicable law. This policy covers all programs, services, policies, and procedures of the MDP, including opportunity for employment and treatment as a MDP employee. MDP is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment. MDP's equal opportunity policy covers all programs, services, policies, and procedures of the MDP, including opportunity for employment and treatment as a MD Dem employee, as well as opportunities for Consultants to contract with the MDP. MDP is committed to building a staff that reflects the diverse communities that make up our country.