

ARKANSAS DEMOCRATS

VOTER FILE MANAGER

The Democratic Party of Arkansas (DPA) seeks a full-time Voter File Manager to handle the day-to-day data needs of the State Party, county party organizations, state and federal campaigns, and activists. The position will work across departments and with the DNC to use data to build successful campaigns. This position will report to the DPA Finance Director and is based in Little Rock, AR.

VOTER FILE MANAGER RESPONSIBILITIES

- Provide data and technological guidance to the state and local party organizations, campaigns, activists, and stakeholders, particularly acting as frontline support for troubleshooting VAN (Voter File Network) requests, user creation, training, and ensuring highest quality of data standards;
- Manage and administer voter file updates, VAN/Votebuilder system, data acquisition, and other technologies utilized in conjunction with the voter file and VAN;
- Along with managing VAN, overseeing and managing DPA's additional databases and data collection processes, such as NGP and Google Suite to ensure data is consistent and clean across CRMs;
- Extensive training is expected to help fellow staff members, candidates and campaigns utilize data, technology, and VAN and this position should expect ~75% of their time during peak campaign season to be spent on customer support, training, and outward facing activities;
- Other duties as assigned, such as report creation, helping with political/party affairs, communications, and finance

QUALIFICATIONS

We're seeking candidates who excel in customer service, training, relationship-building, and are team players. You should have:

- A track record of working with and ideally administering VAN, such as having Field Organizer/Director or Deputy Data Director experience;
- Proficiency with Votebuilder, Excel/Sheets, predictive/auto-dialer systems, and SMS systems;
- High level of attention to detail, proactive problem-solver;
- A team player who is willing to step in and help coworkers, receptive to feedback and direction;
- Exemplary customer service skills and experience learning new systems and training end users, and not shy to pick up the phone or do a quick screen share with users.

HOW TO APPLY

The position will work 40-50 hours per week and the employee should utilize a flexible work schedule to provide support during nights and weekends leading up to elections.

Salary range is \$45,000- \$55,000 per year based on experience and includes fully paid medical, dental, vision, travel reimbursement and paid vacation. Applications will be reviewed on a rolling basis until the position is filled. Please send your resume, cover letter, and 3 references to Christina Mullinax (christina@arkdems.org) with the subject line "Voter File Manager." No cold calls please.

EQUAL OPPORTUNITY

The DPA 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. The DPA is committed to building a staff that reflects the diverse communities that make up our country and the Democratic Party. Working towards the goal of a diverse DPA, our policy extends to both staff and consultants.