

## Data/IT Deputy Director

### Intro

The role of the Data/IT Deputy Director is to assist in the management of the voter file, provide customer service and technical support, and to train Democrats in the use of Votebuilder in order to advance the goals of the party. The Data department's core competency is to solve problems that involve data and information. As part of this core competency, we administer Votebuilder in partnership with county parties and campaigns. The Data department is also responsible for tracking progress to meet goals and ultimately, that we are using data and analytics to ensure that Democrats win.

While a broad skillset is always a plus, we are really looking for someone who can specialize and take ownership of their work and the goals of the party. Whether you are an experienced campaign staffer who is new to data, or a technical guru who is new to campaigns and politics, we want to hear from you. If you are interested in politics and want to be a part of a team that is all about problem solving, we hope that you will apply.

The Oklahoma Democratic Party office is located in Oklahoma City. This position works alongside the Data/IT Director and reports to the Executive Director.

### Description of Duties

- Provide prompt customer service to party leaders, candidates, campaign staff, and volunteer organizers by providing access to Votebuilder, training on its use, and troubleshooting any issues that arise.
- Ensure that all users are able to use the online voter file directly.
- Work closely with ODP Staff and stakeholders to administer comprehensive data training program.
- Implement VAN policy, in consultation with the Data/IT Director and ODP Executive Director.
- Ensure that Democrats are using Votebuilder effectively and taking responsibility for solving problems as necessary.
- Assist the State Secretary with creating and maintaining digital archives including, but not limited to, complete lists or precinct, county, and congressional district officers, Central Committee officers, and Votebuilder users.
- Development of reports in Votebuilder.
- Train and mentor volunteers and campaigns across the state.
- Creative thinking and ability to proactively understand purpose of reports and proactively offer suggestions to improve.
- Cleaning and importing large data sets into VAN and other data manipulation toolsets.

### Knowledge, Skills, Abilities, and Required Attributes

- Fluency in Votebuilder; ability to build custom reports, cross-tabs, fields, processes and workflows, custom scores, and other content of intermediate complexity. Strong understanding of Votebuilder best practices and functionality.
- Excellent project management skills and a positive attitude.

- Experience working with people from diverse backgrounds and at various skill levels.
- Ability to communicate technical subjects, often of complex nature, to a wide audience in a clear, succinct manner.
- Experience with organizing tools including, but not limited to, Hustle and Mobilize America (for example) and willingness to learn and incorporate new digital and tech organizing tools into ODP's data infrastructure.
- Familiarity with challenges that relate to campaign field programs involving turf, literature, capacity, volunteers, etc.
- Familiarity with advanced Excel and/or Google Sheets functions and formatting.
- Knowledge of SQL preferred but not required, or a willingness to learn.
- Knowledge working with GIS, SPSS, or other data analysis tools, preferred but not required, or a willingness to learn.
- Diligent Work Ethic: as we get closer to Conventions and election days, there is often a heavy workload. We will prioritize working smart, but we will also work hard.
- Self-Starter: Our staff is small and there are oftentimes where other staff members are called out of the office. It is important that tasks are being completed in a timely manner and deadlines are strictly adhered to. It is up to you to know what needs to be done and be prepared to move on to the next task/project with minimal direction.
- Good listener: many of the people we assist don't come from a technical background. They won't always know what's possible or even what to ask for. Part of your job is to listen closely, use common sense, and discern their true needs so that we can solve real problems.
- Positive Attitude: Even on tough days, our team needs to remain optimistic and upbeat.
- Share Democratic Values: Our mission is to elect Democrats across Oklahoma, up and down the ballot and to build the bench for future elections. You need to share a passion for this mission. If you are inclined to support candidates of other political parties, split your ticket, or are disengaged from politics, then this isn't the job for you.
- Regular interaction with County Parties, elected officials, candidates, and volunteer data teams across the state.

### Other Job-Related Requirements

- Travel to other locations statewide to prepare, coordinate, and deliver training.
- Attend various meetings as assigned by the Executive Director.
- Serve as a support resource to local organizations and candidates.
- May require periodic day and/or overnight travel and non-traditional work schedules during busy times.

### Preferred Qualifications

- Associate degree from an accredited college or university or equivalent work experience.
- Prior professional experience working with, and managing, volunteers, campaigns.
- Prior customer service experience in a professional setting.
- Prior experience as staff on a campaign (field experience preferred).
- Knowledge of Oklahoma's political system, elected officials, and overall political landscape.

## Logistics

- Must have a valid driver's license, reliable mode of transportation, and the ability to travel at times throughout the state.
- Work hours are 8:30 AM – 5:30 PM, Monday through Friday, however, evening and weekend hours may be required periodically.
- Must have the ability to regularly lift and carry up to 25lbs.

## Salary and Benefits

The Oklahoma Democratic Party offers a competitive salary and benefit package with the opportunity for growth. Salary begins at \$31,200 annually for full-time work (equal to \$15 per hour), commensurate with experience, 20 days of medical/sick leave per calendar year. At six (6) months of employment, full-time employees shall receive one (1) week's paid vacation per year; at one (1) year of employment, full-time employees shall receive two (2) week's paid vacation per year. ODP also observes 12 holiday and six (6) floating holidays.

After a 120-day probationary period, ODP also offers health, dental, and vision, life, and disability benefits paid fully by the employer for full-time employees and their dependents.

Full-time employees at the Oklahoma Democratic Party are required to become members of Office and Professional Employees International Union (OPEIU) Local No. 381 after the expiration of the new-employee probationary period.

## How to Apply

Please email a resume, three (3) references, and a cover letter to Sarah Baker, Interim Executive Director at [Sarah@okdemocrats.org](mailto:Sarah@okdemocrats.org) with the subject line "Deputy Data Director". Job will remain open until filled.

The Oklahoma Democratic Party is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The ODP 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, physical ability, or any other legally protected basis.