

Deputy Voter Protection Director for Election Administration

The Michigan Democratic Party (MDP) seeks a talented, driven, strategic Deputy Voter Protection Director for Election Administration. This position will work closely with the Voter Protection Director to ensure that municipal election administrators are prepared for November, so that every eligible voter is able to cast a ballot that counts.

What You'll Do

As our Deputy Voter Protection Director for Election Administration, you will have three main areas of responsibility:

1. Lead the monitoring and advancement of election preparedness and ballot access at the municipal level

- Work with progressive allies in Michigan to identify potential problems with election preparedness at the municipal and county levels, and assist clerks in finding solutions that promote ballot access.
- Work with and expand MDP's network of volunteers who develop and maintain strong relationships with municipal and county elections officials in their areas. Communicate regularly with volunteers to ensure accurate and timely reporting, and effective issue resolution.
- Identify gaps, needs and other resources (financial, technical, logistical, etc.) to support municipal-level preparedness and preparations, and advance proactive improvements to voting, respond to threats, and resolve issues for voters.
- Develop strategies to hold officials accountable for their responsibilities to voters.
- Monitor legislation and policy changes related to voting and elections, and keep the Voter Protection team and volunteers apprised of developments.
- Manage volunteers in the collection and documentation of information on voting practices at the city/township level.

2. Develop and lead a provisional ballot chase program

- Research and develop a program for curing of provisional ballots after Election Day, ensuring it is ready to be enacted if necessary.
- Work with volunteers to collect data from municipal clerks necessary for the success of the program.

3. Design and maintain strong data practices

- Administer LBJ, VAN/Votebuilder, Google Forms and other database tools to track issues, volunteers, and voters.
- Ensure that all volunteers and staff are properly utilizing databases and that their reports are timely, accurate, and escalated appropriately.
- Develop regular review processes to monitor reports, ensure all voter issues have been resolved, and aggregate and escalate trends.

Who You Are

We are seeking someone who, at their core, is fueled by the satisfaction of fighting for justice. You should be an organizer or political operative, eager to build an army of people who together will create meaningful change. You should be or have:

- *A creative and determined problem-solver.* You are not deterred by big, challenging goals or thorny problems. You relish the opportunity to unpack them and don't stop until you've reached your goal.
- *A strong, data-driven political organizer and relationship builder.* Demonstrated ability to build relationships with partners that effectively deliver results by motivating and holding others accountable for accomplishing goals in the field. Adept at using data to inform strategy development, monitor progress to goal, and report on and analyze outcomes, including familiarity with VAN/Votebuilder, LBJ, Excel, and other tools.
- *Superb project management skills.* Demonstrated excellence in developing and leading the execution of multiple, complex projects simultaneously. Able to spot issues ahead of time, creatively resolve them, and keep the team on track to meet its goals.
- *Self-starter who is highly skilled at managing up, down and across.* The ideal candidate knows how to leverage limited manager or leader time to get the information needed to move decisions, and the work, forward, while at the same as knowing how to communicate effectively with peers on your team and across the organization.
- *Strong lens and judgement on issues of race and equity.* Clearly and consistently articulates a sophisticated understanding of racial equity and structural racism as it relates to the work we do and how we operate internally at MDP. Organizes from a racial justice perspective, with emphasis on voter suppression's disproportionate impact on communities of color.
- Commitment to Democratic values and electing Democrats in Michigan.
- Prior Michigan experience preferred but not required.
- Law degree preferred but not required.

The Michigan Democratic Party is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

Send cover letter and résumé to eperesman@michigandems.com