



DATA MANAGER

The Missouri Democratic Party (MDP) seeks a full-time Data 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 MDP Executive Director.

DATA 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 MDP'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, finance, ad operations activities.

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 \$50,000- \$75,000 per year based on experience and includes fully paid for medical, dental, vision, short-term disability, and life insurance as well as travel reimbursement and accrued 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 the MDP Executive Director in an email to (randy@missouridems.org) with the subject line "Data Manager." No cold calls please.

EQUAL OPPORTUNITY

The Missouri 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 MDP 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 or physical disability, or any other legally protected basis.