



## Field Data Manager

Reports to: Field and Political Director  
Works with: CRP staff, outside counsel and consultants  
Location: Sacramento  
Job Status: Full time  
Exempt

### About the California Republican Party

The California Republican Party (CRP) is the official organization of the ballot qualified Republican Party, and exercises general direction over the statewide election campaigns for Republican nominees for state elective office. The CRP's members are the registered Republican voters in California.

### Overview of Responsibilities

The Field Data Manager will serve as the liaison between Field Representatives and the Field and Political Director on political data issues from the field. Reporting to the Field and Political Director, the Manager will ensure field representatives are well trained and equipped to advance the CRP's goals, and will monitor their data collection and data management.

### Essential Duties

- Know and explain federal, state, and local voting laws, historic election results and trends to various constituencies, including early/absentee and Election Day turnout, voter registration and the voter file
- Work with the Field and Political Director to ensure a smooth transition of data in/data out on a daily basis
- When circumstances arise, create and implement specific data plans to accommodate and work with various entities to ensure data in-take and mitigate data loss
- Manage the daily volunteer voter contact tracking, field staff universes, and surveys (including door-to-door and phone) for CRP field representatives
- Provide nightly reports to COO and Field and Political Director
- When necessary, serve as a resource for RNC political technology including GOP Data Center, Door-to-Door apps and phone systems
- Work with Political Data Coordinator to implement a continuing education program, specifically for data platforms and volunteer contact tools
- Create, update, and maintain step by step training documents and videos for field representatives
- Manage any CRP voter registration program/efforts
- Other duties as assigned

### Required Capabilities

- Past experience with data management, especially Voter Vault, Data Center, PDI or other systems
- BA required in a related field
- Familiarity with R Programming languages including basic knowledge of SQL

### Preferred Capabilities

- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- Familiarity with STATA, SPSS, NoSQL, and/or Hadoop
- Highly collaborative and perceptive, and shows prudent analysis in problem solving
- Ability to work independently and take direction; organizational skills to manage multiple projects, ability to work on tight and changing deadlines, and manage workload amongst various priorities and work projects
- Strong interpersonal skills, ability to report to various supervisors
- Detail-oriented
- Ability to maintain confidentiality of work
- Work is conducted in an office environment; job requires ability to work with office equipment, files, lift boxes and materials of up to 25 pounds