Data Director

Reports to: Executive Director/COO
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 Data Director will maintain the statewide political database, and create trainings and systems for ensuring its use by the CRP's statewide staff and volunteers. The Director will oversee all Data Department employees and implement the CRP's political data plan. Additionally, the Director will manage other database implementation and maintenance responsibilities.

Essential Duties
- Maintain the statewide political database for the CRP, including but not limited to:
    - Ensuring data quality
    - Troubleshooting and repairing database issues
    - Interfacing with outside political database vendor
- Create and implement a training program for county party staff and volunteers using the statewide political data system, including but not limited to:
    - Establishing and managing security permissions and policies
    - Traveling to county field offices to conduct trainings
    - Providing technical assistance to county party staff and volunteers
- Assist in creating and updating policies related to data and technological systems which house data
- Coordinate efforts with the Statewide Data Director in creating and implementing data policy and procedures
- Assist the Communications Director in technical maintenance of CRP website
- Maintain a productive and assistive role in the data modeling project consisting of a joint effort between the CRP and Legislative Caucuses
- Work with consultants in analyzing and collecting data related to campaigns
- Supervise maintenance of organization's databases: membership, political reporting, mass emails systems, accounting, and any voter files or other political asset databases
- Provide data reports as requested
- Other duties as assigned

Preferred Capabilities
- BA required in a related field
- Strong oral and written communication skills, including quantitative analysis, spreadsheets, and databases
- 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