



OPENING: Data Organizer, Vote Run Lead

*Location: Flexible**

Full-time, Available immediately

**All positions at Vote Run Lead are currently remote due to the COVID-19 pandemic*

Position Summary

Vote Run Lead is an expansion stage non-profit. We are scaling to meet heightened demand and increase our impact. We are looking for a mission-focused, team contributor with experience working in fast-paced environments and on electoral campaigns, to join our growing team! The Data Organizer is a new, full time opportunity with an initial 1-year commitment and the potential to extend to a permanent position after the first year.

Responsibilities

Reporting to the Chief Operations Officer at Vote Run Lead, the Data Organizer will be responsible for organization-wide data integrity and management. This is a hands-on role that will be integral to a 2020 GOTV campaign, working directly with the Chief Program Officer, as well as several ongoing data-based organization initiatives. The goals of the Organizer will include improving and maintaining Vote Run Lead's NationBuilder database and developing workflows and processes for data management that support initiatives across departments.

SPECIFIC DUTIES:

- Develop and implement strategies to ensure robust data collection and maintenance of Vote Run Lead's 50k+ record NationBuilder database.
- Perform data analysis and create reports on a recurring and as-needed basis for Vote Run Lead's Executive Team and Directors.
- Lead coordination efforts with Campaign Directors, Outreach and Marketing teams, and Events team members related to data management.
- Responsible for data migrations, imports, and integrations between systems.
- Implement and formalize best practices for data integrity throughout the organization.
- Run point for data on several pilot-stage initiatives, including a text based campaign, automatic dialers, short codes, online fundraising platforms, and a newly developed GOTV digital tool (Motivote).

Key Qualifications

The ideal candidate will have electoral campaign experience, will be very familiar (and ideally an expert!) with the NationBuilder platform and the Voter Activation Network (VAN), will have experience working with digital engagement tools, and will have a passion for transforming big, messy data into useful, actionable products that will have a positive social impact. The ability to work toward a big-picture vision while working collaboratively and effectively across all levels of the organization is critical. We are seeking candidates with experience working in fast-paced environments and proven track records of delivering measurable, impactful results. Women of color and bi-lingual candidates are highly encouraged to apply.



Specific requirements and attributes include:

- Nationbuilder and other CRM data management expertise
- Familiarity with GOTV platforms and voter-file vendor tools
- Knowledgeable on latest trends and new developments in the data management industry
- Ability to create data visualizations, on a platform like Tableau, for example, is a plus
- Strong collaboration and analysis skills
- Ability to prioritize and respond effectively in a fast-paced, startup environment
- Interest in gender equity / politics (expertise not required but interest or passion is a plus)
- Work products delivered in a thorough, timely, and organized manner
- A growth-mindset is a critical requirement for working at Vote Run Lead! We value team players who are innovative, share ideas, and thrive working in a system

About Vote Run Lead

Vote Run Lead trains intersectional, feminist, anti-racist, reformers to run for political office and win. We empower women to run for local and state office because more women in politics creates real change, effective democracy, and better government.

We are a national, nonpartisan, civic leadership organization for women of all backgrounds. We use training, technology, and community to create large-scale impact on women's representation and to fuel women's ambition for political leadership, increase diversity, and close the knowledge gap around civic engagement for women of all classes, cultures, and colors. For more information, please visit www.voterunlead.org

Compensation

This is a full-time position at Vote Run Lead, with a salary commensurate with experience. Salary range is \$60,000-\$70,000. In addition, Vote Run Lead offers an excellent benefits plan, including health insurance through BlueCross-BlueShield, flexible scheduling, and paid travel expenses.

To Apply

Please submit a resume and a brief cover letter that exemplifies why you would be great for this position via: <https://voterunlead.recruiterbox.com/jobs/fk0qa4r>

Brevity is appreciated. Applications that do not follow these instructions will not be considered.

Vote Run Lead is an equal opportunity employer. Vote Run Lead prohibits unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, status as a special disabled veteran or veteran, marital status, sexual orientation, sexual identity, or any other basis prohibited by law.