



About Project Vote:

Project Vote is a national, nonpartisan 501 (c) (3) organization. Project Vote's mission is to build an electorate that accurately represents the diversity of America's citizenry, and to ensure that every eligible citizen can register, vote, and cast a ballot the counts. America's democratic systems are weakened by the historic and continued lack of fairness and equal access, and this nation cannot effectively address the most pressing issues of racial, economic, environmental, and reproductive justices while those most affected by the injustices are underrepresented and marginalized at the ballot box. Project Vote knows that a strong democracy needs active participation from all sectors of society, and works hard to engage low-income and minority voters in the civic process.

About the Position:

Project Vote is looking for an account manager to work within our Voter Participation Program. The Voter Participation Program aims to increase voter participation among **historically disenfranchised communities**. For over 20 years, Project Vote has developed and run large-scale **voter registration drives** and **Get Out the Vote** programs in low-income communities, and neighborhoods of color. In 2008, Project Vote ran the most successful field program in terms of reaching the lowest-income Americans, and accounted for a majority of African-Americans registered to vote by field programs.

This position would be responsible for the implementation of VETS (Voter Engagement Tracking System) at Project Vote. VETS is a management and data entry tool developed to allow field programs to run efficient, data driven programs. VETS consists of a production database where clients can track the performance of individual staff, managers and offices, and a data entry module where clients submit voter contact documents through VETS to a data entry firm. The VETS Account Manager will work with diverse organizations across the country.

Responsibilities:

- Coordinate the VETS (Voter Engagement Tracking System) by managing enrollment and the client database, and processing data entry orders and reports
- Train and provide basic help desk assistance to clients using VETS
- Manage vendor relationships
- Primary responsibility for the transfer of data entry documents from the clients to a data entry firm, and the data from the firm to the clients

- Manage any staff hired to facilitate the transfer of data entry documents
- Maintain calendars related to work with clients
- Responsible for coordinating logistics for all clients
- Primary responsibility for the flow of data in and out of multiple systems
- Work closely with accounting department to ensure that reconciliation systems and processes are functioning correctly
- Perform tasks such as user setup and access
- Solicit feedback from users for improvements to VETS
- Contribute to the future development of VETS
- Perform all other tasks and duties as assigned

Skills and Qualifications:

- BS/BA with at least 2 years of work experience or associate's degree with at least 4 years of work experience. Event planning administration experience preferred.
- Demonstrated commitment to social justice and civil rights issues, and an understanding that these issues are central to the overall protection of civil liberties.
- Demonstrated commitment to developing a cultural knowledge, skills in understanding cross-cultural interactions, and an awareness and acceptance of the diverse organizations and populations with which Project Vote works.
- Ability to communicate and work effectively with people from diverse backgrounds and experiences.
- Database administration/ data management experience preferred (i.e. Excel, AMS, Access, and SharePoint).
- Proficient in Microsoft Office Suite (Word, Excel, Publisher, and Outlook)
- Experience with QuickBooks or other accounting software
- Bilingual capacities in English and Spanish a plus
- Ability to work independently and as part of a team
- Ability to handle multiple projects and deadlines in a fast-paced environment
- Strong attention to detail
- Ability to be organized and maintain records in a structured manner that allows for easy manipulation and retrieval
- Able to work with other organizations and individuals, with commitment to inclusivity and equity in external and internal practices.
- The successful candidate will have a demonstrated commitment to the mission, vision, and values of Project Vote

Physical Requirements:

The position is based in Washington DC. Flexibility to travel less than 10% of time.

Salary Range:

The position offers a competitive salary and benefit package. Specific salary will be commensurate with experience.

Direction and Decision Making:

The Account Manager reports to the Deputy Director.

How to apply

Submit a cover letter, resume, and writing sample to Jobs@projectvote.org. Please include Account Manager in the subject line.

Project Vote is an Equal Opportunity Employer and strongly encourages applications from women, people of color, persons with disabilities and LGBT applications. We are committed to a diverse workplace and to supporting our staff with ongoing career development opportunities.