



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 a data 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 managing data related to all Project Vote's voter registration and GOTV efforts including working with outside organizations. The Data Manager will also support the Project Vote team managing VETS, our field reporting and data entry tool.

Responsibilities:

- Work with field staff and partner organizations to establish and maintain best practices for data collection.
- Train staff and partners on VAN and related voter registration tools.
- Provide strategic analysis and recommendations regarding program plans.
- Review data entry and reports from field offices.
- Participate in regular meetings with voter participation program team.
- Produce both regular and ad hoc reports on ongoing program performance.
- Perform all other tasks and duties as assigned

Skills and Qualifications:

- At least two election cycles of experience in a data related position.
- Familiarity and experience with common voter registration tools, including VAN and Catalist. Experience with other organizing tools a plus.
- Experience and comfort leading, conducting and facilitating trainings.
- Demonstrated ability to think strategically regarding data and organizing.
- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Strong skills in Excel, including advanced features such as pivot tables and vlookup.
- Experience with SQL and database technologies (MySQL, PostgreSQL, etc) a definite plus.
- Ability to manage multiple tasks and projects concurrently and prioritize work effectively.
- Willingness to travel.
- Problem solving skills and ability to work and stay poised under pressure.
- 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.
- 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.

Salary Range:

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

Direction and Decision Making:

The Data Manager reports to the Chief Information Officer.

How to apply

Submit a cover letter, resume, and writing sample to Jobs@projectvote.org. Please include Data 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.