



North Carolina Democratic Party Job Opening: **Data Director**

The North Carolina Democratic Party (NCDP) is hiring a Data Director. The Director role is highly collaborative and crucial to the NCDP's mission of electing Democrats at all levels. Their primary responsibility is to manage voter data including sourcing, analyzing, targeting, and empowering others -- assisting with projects across all NCDP Departments, as well as being the primary administrator and contact for North Carolina's VoteBuilder database.

Responsibilities will include:

- Administer Votebuilder access for county parties, campaigns, and partner organizations, including user permissions, accounts, data sets, and ongoing support.
- Serve as a customer service representative, responsible for timely responding to questions and requests through our ticketing system.
- Create reports designed for campaign leadership, party staff, and party activists.
- Manage relationships with voter file, analytics and technology vendors, and serve as a liaison to other organizations that NCDP works closely with on data-related issues.
- Work on an ongoing basis with national, statewide and local races to provide targeting support for voter contact and volunteer recruitment.
- Provide training and develop best practices to support campaigns and our volunteer network in the use of Votebuilder and other voter contact tools.
- Produce analysis of voter contact results, early vote and absentee turnout, voter registration, and other data relevant to campaigns and present these effectively to leadership.
- Maintain data integrity within Votebuilder via regular voter file updates, enforcing standards and data hygiene practices.
- Supervise Data Department employees and fellows.
- Develop methods to help optimize fundraising outreach efforts.
- Other duties as assigned.



Desired Skills & Qualifications:

- Fluency in VAN/Votebuilder
- 2+ cycles of community, issue, labor, political or campaign management experience.
- Familiarity with predictive models and their application to voter targeting
- Experience standardizing data from multiple sources to produce complex reports.
- Ability to communicate clearly and proactively both internally and with external partners.
- Ability to plan and manage time sensitive projects with competing needs.
- Advanced knowledge of Excel/Google Sheets including formulas, functions, and pivot tables.
- Proficiency in SQL.
- Ability to prioritize and effectively manage multiple tasks in a fast-paced work environment.
- Successful experience working with teams representing a rich mix of talent backgrounds, and perspectives.
- Strong managerial and leadership skills.
- Highly Preferred:
 - Familiarity with Tableau, GIS and Python or other scripting languages.
 - Knowledge of North Carolina political landscape
 - Experience in VAN/Votebuilder administration
- Work hours vary from standard office hours and include weekends.
- Have your own reliable transportation.

Logistics & Working Conditions:

- Full-time position.
- Generally, Monday through Friday, shall require evening and weekend hours. Extended hours during election season, State Convention & National Convention.
- Registered Democrat.
- Must have a valid driver's license and a reliable mode of transportation



CLASSIFICATION:

Exempt (not subject to overtime); permanent; not bargaining unit position.

Salary & Benefits:

The salary and benefits for this position are competitive and commensurate with experience. . The pay range is \$66,000 to \$72,000 annually (\$5,500 to \$6,000 monthly).

Employees receive graduated vacation based on years of service, beginning at 10 days of paid vacation for new employees. Employees also receive paid holidays, paid sick leave, and various other forms of paid leave.

NC Democratic Party Benefits:

All full-time employees are offered a comprehensive benefits package, 100% covered by NCDP. This includes medical, dental, vision, disability, and life insurance. Benefits become active on your first day of employment. Employees can add partners and dependents to health benefits but are responsible for covering the additional cost.

Application and Interview Procedure:

To apply, please send a cover letter, resume, writing sample (your discretion) to jobs@ncdp.org.

Please only list the words "Data Director Application" in the subject line. Applications improperly submitted will not be accepted. Applications will be accepted on a rolling basis.

The North Carolina Democratic Party is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.