



ArkDem

Job Posting

TITLE:

Democratic Party of Arkansas Voter File Manager

REPORTS TO:

Democratic Party of Arkansas Chief of Staff

LOCATION:

Little Rock, Arkansas

SCOPE OF POSITION:

The Voter File Manager will work with volunteer data teams, campaigns, county parties and elected officials to administer the Democratic Party of Arkansas voter file. Day-to-day responsibilities include responding to help tickets, adding/deleting users and committees in votebuilder, creating, collecting, and maintaining VAN contracts, and training

ESSENTIAL JOB FUNCTIONS:

- Day-to-day management of users and committees in VoteBuilder
- Developing and implementing a training program for VoteBuilder including regular webinars and an in-person training schedule
- Maintaining an inventory of all data assets
- Creating and maintaining survey questions, activist codes and other VoteBuilder infrastructure
- Attend meetings across the state as assigned by leadership
- Ability to train constituents of all ability levels
- Creating all shared searches and targets
- Maintaining the State Party My Campaign database
- Providing timely and relevant analysis of data and fielding requests for specialized research projects, in many cases requiring rapid turnaround
- Tracking and disseminating analysis of voter contact results, early vote and absentee turnout, voter registration, and other data relevant to campaigns and caucuses
- Collecting raw political data from County Boards of Elections and other sources and converting it to usable form for analysis; scrubbing and matching acquired lists back to the voter file (VoteBuilder or offline)

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

- Bachelor's degree preferred
- At least two cycles of prior campaign experience preferred
- Demonstrated data analysis and writing skills, preferably in a political environment
- Ability to plan and manage time sensitive projects with competing needs
- Working knowledge of statistical models, precinct targeting, etc. is beneficial
- Knowledge and familiarity with VAN
- Knowledge of Excel including formulas, functions, and pivot tables
- Knowledge of SQL including creating queries and manipulating large data sets
- Familiarity with GIS preferred but not required
- Experience standardizing data from multiple sources to produce complex reports
- Strong attention to detail, including accuracy of data entry
- Ability to multitask and manage time effectively
- Capacity and desire to work long hours in a campaign setting.

Disclaimer: This document in no way constitutes an employment contract, implied or otherwise.