

About MT Voices & Votes

Montana Voices is a civic engagement project committed to ensuring that every Montanan is able to participate fully in our democracy. Our mission is to build a civically powerful statewide network of nonpartisan organizations that collaborate on civic access and voting rights, voter modernization, civic engagement and leadership development. Our mission is centered on engaging and empowering underrepresented communities, building sustainable power needed to eliminate barriers to civic participation, and guaranteeing that policy-making is guided by the public.

Montana Votes is a statewide network committed to ensuring that every Montanan is able to fully participate in our democracy. Montana Votes is a model for coordination among advocacy, community and grassroots organizations. We focus on strategically persuading and mobilizing voters through data-driven and evidence-based tactics to achieve electoral wins. Our mission is to recruit and elect public leaders to build the power needed to eliminate barriers to civic participation and guarantee that policy-making is guided by the public.

MT Voices & Votes Data Director Job Description

The Data Director is responsible for providing training and support for partner organizations to take a data-driven approach to integrating voter contact tools into their organizing and voter outreach work. The Data Director also supports their staff by using data to inform the collective strategic planning process. The Data Director serves at the direction of the State Director.

Principal Responsibilities for the Data Director include:

- Oversee VAN Administration for partner organizations and their consultants. This includes managing user and security settings; providing technical assistance; and monitoring the use of the system to ensure compliance with state and national policies.
- Identify outside data sources to supplement the data in VAN, such as voting history, polling locations, early voting sites, etc.
- Conducting timely and relevant analysis of data, and fielding specialized requests from partners about election data, Census data, etc. to assist them in taking a data-driven approach to their issue and advocacy work.
- Function as part of a national data team to build and maintain the shared state and national data infrastructure necessary to support partner program work. This includes, but is not limited to, required weekly data calls, required biweekly calls with respective Deputy Director of Data & Technology, required convening attendance, etc.
- Identify and champion opportunities to conduct tests and experiments; assist table staff and partners in facilitating and executing experiments.

- Develop quality control processes to ensure data integrity.
- Seek out new tools and applications to enhance the work of the table and partner organizations.
- Be actively engaged in, and provide input and feedback on, the annual state planning process.
- Develop and provide strategic guidance on grant proposals.
- Manage the State Data Manager and/or Data Associate.
- Other duties as assigned.

Qualifications

The ideal candidate will possess a majority of the qualifications. Applicants who meet most of the qualifications are encouraged to apply.

Essential Qualifications: The ideal candidate must meet these qualifications.

- Demonstrated commitment to data-informed tactics, including one year or more of experience using VAN as an Administrator, familiarity with other online electoral, advocacy, and constituent relationship management tools, and experience analyzing and manipulating large data sets.
- Experience and familiarity with planning and executing campaigns, including drafting and editing field plans.
- Experience with and advanced proficiency in Microsoft Office, Google Drive, and Excel.
- Demonstrated ability to work with a broad range of people possessing different skill levels, including the ability to translate technical instructions into easy-to-follow language for non-technical audiences.
- Must be able to work professionally, communicate effectively, and problem solve diplomatically with staff at all levels of the organization as well as external contacts, constituents, and vendors.
- Demonstrated commitment to racial and gender equity and record of success working with communities of color, women, low-income people, LGBTQIA individuals, and other historically marginalized communities.
- Must be organized and able to adapt to rapidly evolving priorities and deadlines, while maintaining a high level of detail orientation and meeting deadlines.

Desirable Qualifications: The ideal candidate should possess some of these qualifications.

- Knowledge of software for mapping (ArcGIS, QGIS, etc.), reporting (Periscope, Tableau, etc.), and data management (Access, SQL, etc.) is a plus.

- Experience managing staff and programs, including developing budgets and grant proposals.

Compensation: Compensation is \$57,000 - \$63,000 and includes a full benefits package.

Location: Montana - Must be willing to relocate to Montana.

To Apply:

Please send your resume, cover letter, and salary requirements to: africkle@mtvoices.org. To ensure your submission is properly routed, your subject line should be: **“MT Voices Data Director Position”**
Resumes will be accepted until the position is filled; however, preference will be given to resumes received by August 23rd. No calls please.

MT Voices & Votes is an equal opportunity employer. Qualified individuals are encouraged to apply without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.