

# Data Manager

Full-time

Pennsylvania

## Job Description

The Data Manager is responsible for providing training and support for a coalition of Pennsylvania non-profit organizations who take a data-driven approach to community organizing and voter outreach work. The Data Manager also provides demographic analysis and program evaluations to inform the collective plan to build political power for Black and Brown Pennsylvanians.

## About Pennsylvania Voice

Pennsylvania Voice is a statewide network of 35 organizations committed to creating a fair and just Pennsylvania by making our democracy more accessible, inclusive, and representative. Pennsylvania Voice works with our partners to employ the principles of collective impact, unifying change agents from different sectors around common goals to strengthen our democracy, building the capacity of partners with shared resources, and amplifying the voices of the communities of color, youth and single women.

## Principal Responsibilities

- Administer the Voter Activation Network (VAN). Some examples of VAN administration work include, but are not limited to, maintaining partner accounts and handling support requests, running reports, uploading data, setting up predictive dialer phone banks, robocalls and robosurveys, supporting MiniVAN, etc.
- Train partners and table staff on VAN and other tools, targeting techniques (including the use of statistical models), and best practices for using data.
- Work with the Civic Engagement Director to support partners developing plans, make strategic recommendations, and provide insight into ways to make data and database operations more efficient and effective.
- Maintain documentation of all voter contact, turnout, and election protection data.
- Support the Civic Engagement Director and partners on collective experiments.
- Work with the Civic Engagement department to provide the table political and demographic landscape analysis.
- 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.

## Qualifications

The ideal candidate will possess the following qualifications:

- Demonstrated commitment to racial and gender equity and experience with communities of color, women, low-income people, LGBTQIA individuals, and/or other historically marginalized communities.
- At least one previous cycle of data analysis experience, or at least two previous cycles of issue or electoral field campaign experience.
- Experience with the VAN (Voter Activation Network)/VoteBuilder or other voter file and civic engagement platforms and/or experience working with and analyzing census data or other large data sets.
- Familiarity with voter registration drives and/or voter contact programs.
- Strong Microsoft Excel skills.
- Ability to translate technical instructions into easy-to-follow language for non-technical audiences.
- Willingness and aptitude to seek out and learn new technological skills which specifically will result in enhanced data analysis or ability to guide partners to adopt new tools
- Ability to work well under pressure, while maintaining a high level of detail orientation and meeting deadlines.

## To Apply:

Please send your resume, cover letter, and salary requirements to: [jobs@statevoices.org](mailto:jobs@statevoices.org). To ensure your submission is properly routed, your subject line should be: “**Pennsylvania Voice Data Manager Position**” Resumes will be accepted until the position is filled; however, preference will be given to resumes received by 7/31/2019. No calls please.

**Compensation:** Compensation is \$58,000 – \$62,000 and includes a full benefits package. Benefits for eligible State Voices employees include but are not limited to: 100% employer paid dental and vision insurance, 75% employer paid medical insurance, 401(k) savings plan with employer match, paid vacation, leave, sick, and parental leave.

## ABOUT STATE VOICES:

### Why We Exist

American democracy is being distorted and threatened by wealthy special interests that disproportionately impact public policy, and negate the power of individual advocacy. Deliberate obstacles are being placed on voter access, along with gerrymandered districts to thwart fair representation that accurately reflects the changing US demographics. These regressive tactics are making it increasingly difficult to engage a diverse citizenry necessary for a government of the people, by the people and for the people to flourish.

This systemic, relentless disenfranchisement mainly targets communities of color, along with young adults, LGBTQ people, and single women. As a result, these populations collectively register to vote, and participate in the electoral process at lower rates [when compared to the](#)

[general population](#). Cloaked in the false rhetoric of election integrity, 24 states have passed laws making it harder for these populations to vote since 2011. Constituent cynicism is reflected in dismal approval ratings for politicians generally speaking, and the legislative branch in particular. Too many lack faith that our electoral system wants to address their community needs and interests.

## What We Do

Despite this bleak outlook, *State Voices* is motivated to respond to this full assault on our democracy, and mount campaigns that galvanize people to act with the same fervor as the opposition. To do so, our approach to Civic Engagement will be revolutionized to meet the moment. *State Voices* plays a crucial role as the strategic and shared resources hub; or, the *national backbone organization* in this model. With a network commitment to Integrated Voter Engagement – the seamless and continuous coordination of electoral, base-building, and issue advocacy strategies – our 23 State Tables and more than 900 network partners produce more life long voters, increased capacity of community-based organizations and their leaders, and win on issues that affect impacted communities.

State Voices is presently positioned to offer support and solutions in three core areas: **Capacity Building** – *Table* infrastructure; e.g. leadership development – expanding the skill base of local leaders from impacted communities to build their power base and achieve their objectives; and, resource development; **Data & Technology** – upgraded design of tools and programs to meet the needs of 21st-century organizing; **Strengthening Democracy – Civic Access, Civic Engagement and Civic Representation** – defending and expanding voting rights; coordinating voter registration, turnout, and voter protection, and fighting for full representation through census and redistricting.

## Who We Are

*State Voices* is a national network of permanent, nonpartisan, state-based coalitions, or Tables, working year-round to create a more **accessible, inclusive, and representative** democracy. At the helm is Alexis Anderson-Reed, a rising leader in the social justice movement, whose career has been dedicated to community organizing, coalition building, public policy, and strategic planning in the context of racial equity and the politics of power and privilege.

*State Voices 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.*