

For Our Future – Virginia Data Manager

Progressive 501c(4) and Super PAC is seeking a Virginia Data Manager to help meet the day-to-day data needs of this progressive organization.

For Our Future aims to win elections and gain political power by engaging and mobilizing people and community-based organizations on progressive issues. Building off of our 2016 campaign in five battleground states, FOF will continue its unique and now-proven model to build infrastructure and power for progressive issues and candidates in Virginia in 2017 and beyond. The model is to work with and through community-based organizations and local activist networks, with a focus on direct voter contact and earned media. Our goal is to turn communicators into connectors, engage communities in policy discussions, and turn out voters for progressive issues and Election Day victories.

For Our Future is a project of For Our Future Action Fund (“FOFAF”), a non-profit “social welfare” organization, & For Our Future (“FOF”), a federally registered “independent expenditure” political action committee that incorporates both issue advocacy and electoral programming, respectively.

Primary Responsibilities:

- Act as the liaison between FOF and partner organizations on the use of voter contact tools and assist them in integrating appropriate voter contact and data tools into their engagement programs.
- Communicate with the State Director and the national team to create and employ voter universes for voter contact programs.
- Train partners and table staff on: VAN and other tools, targeting techniques (including the use of statistical models), and best practices for using data.
- Produce reports and other materials needed to track, support, and coordinate FOF and partner work.
- Assist FOF staff and partners in facilitating and executing experiments.
- Employ best practices for data management using the organization’s voter file software.
- Prepare ad hoc program analysis for the State Director as needed.
- Work with partner organizations to establish and maintain best practices and standards for data collection, data acquisition, and preservation.
- 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.

Qualifications & Experience:

- At least 2 election cycles of field organizing, data, or other direct voter contact programs;
- Extensive experience with VAN (Votebuilder, AV VAN, LAN) or comparable voter file volunteer management software;
- Extensive experience with Excel and Google Sheets;
- Familiarity with voter file vendors such as Catalist or Targetsmart;
- Ability to communicate and train on technical subjects to non-technical audiences;
- Ability to handle multiple projects simultaneously, meeting frequent deadlines;
- Ability to communicate effectively, work well under pressure, be detail oriented and meet deadlines;
- Excellent organizational, time-management, oral and written communications skills;
- Proficiency in SQL or Tableau preferred.

- Relentless dedication to the campaign's success and willingness to work long hours and the passion to inspire others to do the same.
- Positive attitude and solution based approach in high pressure or difficult situations.
- Strong personal organization skills and a relentless dedication to follow-up.
- Commitment to the Mission - Dedication to grassroots, local organizing and empowering state/local organizations to lead our work. Understanding of local community-based organizations and respect for their leaders and programs.
- Organizer at Heart - Inclination to lead via organizing rather than by decree. Ability to build strong teams to accomplish goals without a need to bottom-line everything. Talented in coalition and team building.
- Demonstrated knowledge of effective and successful electoral plans in a data context, including targeting and reporting best practices.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. FOFAF offers a competitive salary and benefits package consistent with experience, skills and demonstrated abilities.

How to Apply: Please submit a resume and three references to:

<https://boards.greenhouse.io/forourfuture/jobs/808822>