

## **Data & Targeting Manager**

### MOVE Action Job Description

The Data & Targeting Manager will lead the strategic planning and implementation of MOVE Action member data in 2018 coordinated voter engagement work. This role requires excellent data management skills and a high level of political acumen. The Data & Targeting Manager supervises and coaches any emerging members of the statewide data team, including contract data staff, to ensure a solid and efficient division of labor to meet cycle and long-term goals. The Data & Targeting Manager ensures that every MOVE Action member organization gets consistent and exemplary support. The Data & Targeting Manager will report to the Executive Director and will partner with MOVE Action member organizations, campaigns, and allies as assigned.

#### Responsibilities Include:

##### Campaign Support, Metrics & Reporting

- As requested, supports campaign directors in development of strategic targeting to meet campaign-cycle goals, including coordination across multiple campaigns.
- Manages all relevant campaign metrics and progress to goal reporting at the campaign level, member organization level, and for MOVE Action as a whole.
- Coordinates, supports and trains on data collection, data entry/importing, extraction, analysis, and production of accurate reports in VAN (MyVoters and MyCampaigns) with potential bridges across campaign-level databases, like Every Action.
- Works with other MOVE Action staff to ensure member organizations, campaigns, and staff have the tools, data and know-how to use data correctly in constructing strategic campaign plans, contact programs, and outreach efforts for both political engagement and policy change campaigns.

##### Member Organization Support

- Works with MOVE Action and member organization staff to maximizing use of voter file, targeting, and other data resources.
- Develops systems, applications and procedures for collecting and analyzing data to advance organizing and political goals (ie base building progress, door to door canvassing progress).
- With MOVE's Coordinator and Trainer, supports the development of the Data Leads Cohort and associated data trainings.
- Generates reports summarizing data sets and changes to the data sets.
- Participates in experimental research planning and development in order to find more efficient and effective ways of carrying out work

##### Database Manager:

- Manages relationships between National VAN Administrator and other national data staff.

- Troubleshoots and resolves VAN database software problems and opportunities for increased efficiency.
- Stays current with new and emerging data structure tools and technologies and applies to MOVE Action member and campaign objectives.
- Supports negotiation of database tool contracts to best serve MOVE Action members.

Skills and Qualifications:

- At least 2-3 years of data management experience in c3 and/or c4 community organizing, civic engagement organizing, labor organizing, or political campaigns including a general understanding of direct voter contact programs.
- Experience supervising, developing and coaching staff.
- Ability to manage and prioritize several tasks/projects concurrently and work effectively either independently and in close collaboration with others.
- Strong VAN, and Excel skills required. Access, SQL or additional programming languages, and mapping software experience preferred.
- Ability to communicate effectively, including experience training and presenting on VAN. Abnormal attention to detail, ability to meet deadlines and provide simple reporting and visualization.
- Experience working with diverse communities a plus.
- Must be willing to travel within Missouri.

Location

Flexible within Missouri, though regular travel to Kansas City, St. Louis, and mid-Missouri locations will be required.

Compensation

Competitive salary based on experience. Full benefits package included.

To apply

Please send your cover letter, resume, and references to [MOVEActionHiring@MOVEMO.org](mailto:MOVEActionHiring@MOVEMO.org).

MOVE Action believes that a diverse, inclusive staff is a fundamental strength. We're committed to hiring people of all races, ethnicities, religions, ages, sex, genders, sexual orientations, and gender identities. People of color, women, LGBTQ individuals, and members of other minority or marginalized groups are strongly encouraged to apply.