



**JOB ANNOUNCEMENT**  
**Alaska Democratic Party**

**Data Director**  
**Anchorage, AK**  
**Salary: \$65,000**  
**Benefits: health insurance, leave**

The Alaska Democratic Party (ADP) is looking for a skilled, versatile political professional up to the challenge of serving as the Data Director. This person will report to the Executive Director and work closely with the Chair and other Party Officers.

The Data Director function will include administering and maintaining the statewide voter file database (VoteBuilder) and providing the data analytics support necessary for electoral success. Additionally, the Data Director will be responsible for establishing and administering training for users of VoteBuilder and maintaining, reviewing, and implementing current policies and practices relating to the sale and use of the voter file.

The Data Director will focus on building a powerful and effective program that integrates our federal, state, borough, municipal and Party base-building activities and efforts. This includes serving as the liaison, when appropriate, between elected officials, local and regional democratic committees, caucuses, constituency groups, coordinated campaigns, and other appropriate organizations to build stronger grassroots and data driven capacities for Alaska Democrats.

We encourage applicants with campaign and analytical experience to apply. We are looking for a passionate, hardworking individual who is committed to electing Alaska Democrats and who will make a commitment to ADP through the 2024 election cycle.

This position is based in Anchorage. This is a full-time, exempt position. Generous leave package. Health benefits offered and fully covered.

**How to Apply:** Interested candidates should email their resume and cover letter to [jobs@akdems.org](mailto:jobs@akdems.org). Please include “Data Director” in the subject line. Position will be open until filled. Applications will be reviewed on a rolling basis.

*The Alaska Democratic Party is an equal opportunity employer committed to creating an inclusive workplace. The Alaska Democratic Party is dedicated to achieving equality of opportunity for all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, age, national origin, or disability.*

## **Qualifications:**

- Comprehensive understanding of political campaign principles and tactics and employment of data at the strategic, operational and tactical level to increase effectiveness and efficiency of candidate and Party campaigns
- Experience training users in web-based tools and creating reference materials (videos, written guides, etc.). Experience training non-technical users and/or delivering VoteBuilder training is a plus.
- Demonstrated ability to analyze quantitative data and create user-friendly visualizations using tools like Looker Studio, Google Sheets, etc. Ability to articulate analytical findings in the context of data quality and statistical significance.
- In-depth experience with NGP VAN products (VoteBuilder, NGP8, ActionNetwork). Experience with BigQuery, other SQL tools, and/or other command-line systems is a plus.
- Ability to work irregular hours under tight deadlines, including some evenings, weekends, and travel during the electoral year.
- Strong oral and written communication skills; organized, responsible, and strong attention to detail
- Quality time management skills and ability to simultaneously manage multiple projects and deadlines.
- Approach problem solving with creativity and initiative; comfortable with complex, independent problem solving and able to communicate those complexities to various stakeholders.
- Experience working collaboratively with groups who have competing needs.

## **Detailed Functions:**

- Maintain Alaska's Voter File with VAN in partnership with the Democratic National Committee, to include the timely and strategic acquisition of the statewide voter file and other key datasets;
- Day-to-day management of users and committees in VAN, including set-up, export approval, and policy enforcement;
- Working with the leadership team to develop regular reporting and ad-hoc analysis, including but not limited to voter registration trends, candidate recruitment, voter contact results, predictive model validation;
- Provide real time customer support and troubleshooting for VAN users and committees;
- Establish and execute VAN training programs;
- Track and disseminate analysis of voter contact results, early vote and absentee turnout, voter registration, and other data relevant to campaigns and caucuses;
- Create and maintain survey questions, activist codes, and other VoteBuilder infrastructure;
- Maintain the state party's My Campaign database on VoteBuilder;
- Initiate and assist in managing special data driven projects approved by the Executive Director, related to GOTV, Voter ID, redistricting, communications, etc.
- Work with the Party's national partners, including the DNC and STAC Labs, to leverage best practices
- Manage or support other State Party information systems such as VAN-integrated texting/dialer tools, email database, and select business operations systems.