

## Michigan House Democratic Caucus

# DATA DIRECTOR

The Michigan House Democratic Caucus is seeking a thoughtful, driven, and results-oriented Data Director to join a team of passionate people, working dutifully to achieve our mission and put our state on the right path forward.

### ROLE OVERVIEW

The Data Director is a leadership position that will work closely with the Outreach Director and other senior staff to strategically inform our district-level constituency outreach plans. We want to build a team with a variety of perspectives on how to best reach our constituents using data, thus we encourage candidates with backgrounds in consulting, business analytics, finance, politics, and public policy to apply.

### KEY RESPONSIBILITIES

**Universe Creation:** Assist the Michigan House Democratic Caucus staff and members with data needs, including creating and maintaining various constituency universes via Casework, a constituency database.

**Data and Targeting:** Work directly with caucus leadership to provide strategic information so they can make data-informed decisions.

### TASKS & DAY-TO-DAY

- Participate in daily and weekly calls, trainings, and meetings with senior staff.
- Track organizational progress (daily), develop comprehensive reports (weekly), and help craft outreach plans (quarterly).
- Collaborate with senior leadership staff to craft and implement detailed outreach plans, tailored to each unique district.

### QUALIFICATIONS

- Proven ability to train staff and volunteers on key database skills and experience serving as a database administrator.
- Candidates with at least 2+ years of data management experience, including, but not limited to constituent, community, electoral, labor, or issue-based organizations are preferred.
- Candidates with some organizing and/or constituency outreach experience preferred.
- Candidates from all academic disciplines beyond political science will be considered.
- Knowledge of Excel including formulas, functions, and pivot tables.
- Knowledge of Access (or other SQL database), including creating queries and manipulating large data sets preferred.
- Familiarity with GIS preferred.
- Experience standardizing data from multiple sources to produce reports.
- Great energy and attitude.
- An ongoing interest in continued learning and adaption based on best practices.
- A willingness to give maximum effort no matter how big or small the task.
- Respect the work and don't shy away from challenges or difficult conversations.
- Exceptionally well-organized, with an ability to meet strict deadlines.
- Ability to speak confidently (one-on-one and in groups) and write clearly.
- Access to a vehicle, periodic travel, and cell phone are required.

**HOW TO APPLY**

Please send a resume, cover letter, and at least three references to [mmccollum@mihousedems.com](mailto:mmccollum@mihousedems.com) by April 27 and put "Data Director" in subject line.

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