



Title: Data Manager

Employment type: Full-time, Exempt

Salary Range: \$38,000-\$42,000 (depending on experience)

Location: Phoenix, AZ and/or Flexible

Reports To: Deputy Director, Electoral Engagement

Data Manager

Arizona Coalition for Change & Our Voice Our Vote Arizona are an Equal Opportunity Employer. We strongly encourage women, people of color and LGBTQ candidates to apply.

In 2021, the time for organizing our communities is more important than it has ever been. Our family of organizations Arizona Coalition for Change (501(c)3), Our Voice Our Vote Arizona (501(c)4), and Our Voice Our Vote Arizona PAC is seeking a Data Manager for a full time position. The Data Manager will play a key role in helping keep all of our internal and external data in a centralized hub that will help all of our other programs run smoothly and effectively. They will be a part of the Electoral Engagement Team (EET) but will work with all other teams/programs in the organization.

This role is perfect for someone who is organized, detail oriented, technologically savvy, can work well with others, result-oriented, and willing to work with our offices across the state. This individual must be passionate about developing relationships and building grassroots power for Black and other POC communities in the state. We have undertaken a new strategic direction, doubling down on transformative organizing by establishing a culture in which leaders are liberated through collective movement building, leadership development, and risk-taking.

Responsibilities

- Develop and implement procedures for effective data management
- Create rules and procedures for data sharing
- Use NGP VAN to create list and upload them to any system/platform we use
- Manage an efficient and effective process for the collection, cleaning, storage and analysis of both internal and third-party data sets; identify areas where data quality requires improvement and collaborate with team members to resolve data issues.
- Provide data and technical support to staff
- Responsible for facilitation and support of organizational data needs by creating and improving data, and reporting.
- Responsible for creating, documenting, and managing data integration between database systems.

Requirements

- 3+ years of data management experience
- Experience in at least two campaign cycles
- Must be proficient in Microsoft Office and Google
- Ability to decipher and organize a large amount of information
- Must be proficient in using NGP VAN and EveryAction
- Work flexible hours may require weekends

To apply, send your **cover letter** and **resume** to HR@azc4c.org in the subject line write "Data Manager".