Democratic Legislative Campaign Committee

The Democratic Legislative Campaign Committee is the only organization exclusively committed to winning Democratic majorities and building Democratic power in state legislatures across the country. The DLCC has been working with state legislative leaders for over two decades to invest strategically in state programs and build the Democratic Party from the ground up.

Since 2016, the DLCC and state partners have flipped more than 430 seats from red to blue, building ten new Democratic majorities and paving the way for progress across the country. State legislatures pass most of the policies that affect Americans’ day-to-day lives, and flipping chambers from red to blue has an outsized impact on governing and public policy.

Our Democratic legislatures are truly the last line of defense against the Trump administration and Republicans’ extreme policies. With redistricting on the horizon, our democracy is on the line in 2020, and state legislatures are the battleground in this fight.

Regional Data & Targeting Coordinator

The DLCC is seeking two Regional Data & Targeting Coordinators to join our new State Campaigns team. As we gear up for the critical 2020 elections, these roles will work with our Data & Analytics Department and States Campaigns team to support programs at the DLCC and with in-state partners, helping to build reliable and sophisticated data infrastructure and systems. This will include reporting and tool creation, database administration and support, and voter targeting. We’re seeking candidates who are able to think quickly, adapt frequently, and develop creative, data-driven solutions to challenges as they arise.

Regional Data & Targeting Coordinators will work with the Data & Targeting Director to identify the ways the State Campaigns team can best help to build out exceptional data and analytics infrastructure for Democratic state legislative campaigns in targeted state legislative chambers.

Regional Data & Targeting Coordinators report to the Data & Targeting Director and are coordinated-side positions based in Washington, DC. Regional Data & Targeting Coordinators are cycle positions through December 4, 2020.

The Regional Data & Targeting Coordinators are expected to model the values of the DLCC:

- Credibility
- Teamwork
- Results Driven
- Risk
- Inclusive

Responsibilities
• Lead and organize short- and long-term data projects.
• Support delivery and use of predictive models to, and by, state caucuses and state legislative campaigns.
• Develop precise voter targeting systems tailored to each campaign’s needs in collaboration with caucuses and partners.
• Create and automate reporting on field program activities, and employ these tools regularly to monitor progress to goals, and proactively identify and flag issues as they come up.
• Develop and present VAN / VoteBuilder training materials to campaign and caucus staff as needed.
• Obtain, clean, and standardize large datasets.
• Support other members of the Campaigns & Analytics Department with completing projects as necessary.
• Other duties, as assigned.

Expected Outcomes

• All data projects are accurate and delivered on time.
• Analyses are communicated to the States Campaign Team, to other departments, and to state legislative caucuses in a clear and concise manner.
• Coworkers and in-state partners are empowered through access to first rate data and analytics tools, such as voter and district analyses, targeting systems, and reporting systems.
• The DLCC continues to be the leader of data and analysis at the state legislative level, and helps caucuses run effective campaigns to win elections.

Qualifications

• At least two cycles of electoral campaign experience.
• Must have strong analytical skills, enjoy quantitative problem solving, have strong attention to detail, and be able to take direction and multi-task.
• Strong familiarity with VAN / VoteBuilder, with knowledge of administrative tools in it being a plus.
• Familiarity with Excel / Google Sheets, including experience working with advanced formulas.
• Familiarity with any of the following a plus: SQL, Python, R, QGIS or other mapping software, and/or Tableau.
• Willingness and commitment to learning new technical skills.
• Shares our commitment to electing state legislative Democrats.

Requirements
The requirements, including but not limited to physical demands, described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All DLCC employees must be able to operate a computer and use a cell phone. Many roles at the DLCC include business travel expectations, and most roles also require communicating with key external stakeholders of the organization in person, via the telephone, or via email.

Essential functions of the role include:
- While performing the duties of this job, the employee is frequently required to communicate using the telephone, email, and in person with stakeholders.
- This position may require the employee to periodically travel across Washington, D.C. to attend events, meetings, and conferences offsite.

How to Apply

Salary for the Regional Data & Targeting Coordinator position is $50,000 - $65,000, commensurate with experience. This is a cycle position through December 4, 2020. In addition, the DLCC offers a generous benefit package, including fully paid health/vision/dental insurance, an up to 6% retirement contribution, transit and FSA subsidies, and more.

Please submit a cover letter, resume, and three professional references to jobs(at)dlcc.org by February 29th, 2020. The DLCC will review and consider applications on a rolling basis, and may review and consider applications after this deadline in limited circumstances, however this is not a guarantee that your application will be considered if it is not submitted by February 29th, 2020. Reference “Regional Data & Targeting Coordinator” and your name in the subject line. No calls, please.

The DLCC is committed to diversity among its staff and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. The DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. The DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.