



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

### **JOB DESCRIPTION: DATA AND RESEARCH MANAGER**

Reports to: Chief Executive Officer or Managing Director

Classification: Full-time Exempt

Location: Remote work from any location in the US

Travel: Some travel required

### **GENERAL DESCRIPTION**

Civic Influencers is seeking a Data and Research Manager with experience in research, data management and analysis. The Data and Research Manager will serve a few key functions: 1) Supporting the Civic Influencers field program which organizes young people all over the country, through data management and evaluation; 2) Collecting, organizing and analyzing key data points and trends regarding youth voter suppression legislation and laws from across the country. The ideal candidate will have experience working in civic engagement or advocacy organizations or campaigns, and a commitment to empowering youth voices.

The Data and Research Manager will create and manage a visual dashboard of voter suppression legislation and laws -- including indicators, indexes and toolkits. They will also build dashboards to help inform program tracking and decision making. . The Data Scientist will use this information to power Civic Influencers' data-driven strategy of deepening its work with youth in states where voter suppression is most rampant. Additional tasks and duties will fall within the following buckets across the Data & Information Team, including:

#### *Data Tool Design & Strategy*

- Collaborate with Civic Influencers staff to identify the key data points to be collected and tracked, reviewing on a quarterly basis to account for rapidly changing laws and legislation.
- Design the visual dashboard in Tableau based on input from across Civic Influencers network, ensuring data is updated on a daily basis and visualizations are impactful no matter the audience (experts in the field, youth, community leaders, etc..)
- Work across teams to Integrate organization-wide data into Salesforce dashboards, to visualize and monitor organization activity.
- Provide training to Civic Influencers and Staff on data tool design and how to input data collected from the field into the matrix accurately.

#### *Data Collection & Management*

- Work with the Organizing Advocacy & Learning (OA&L) department to identify key metrics, tracking systems, and evaluation plans. Act as the primary point person for



adding new fields of data collection into tracking tools, managing data integrity, ensuring all data points entered are checked for accuracy and quality.

- Develop new data sets, reports and queries as needed based on changing context.
- Work with Executive Leadership, Statewide Organizers and Civic Influencers to provide technical assistance to maintain data integrity.
- Participate in external trainings and modules to stay abreast of best practices in data management to ensure Civic Influencers is utilizing current tools.
- Transform novel data for analysis.

#### *Reporting*

- Weekly, conduct analysis on predefined data sets and sources from data tools to provide timely and relevant information for Civic Influencers' strategy.
- Coordinate and execute cross-departmental reporting and data visualization initiatives as assigned by leadership.
- In collaboration with stakeholders across Civic Influencers, create reports to demonstrate the impact of work across the youth civic landscape.
- Oversee and/or manage special projects as assigned.

#### **Skills & Qualifications**

- Bachelor's degree in Data Science, Computer Science, Statistics, Political Science or a related field preferred.
- 2+ years of experience in data collection and analysis, including familiarity with common database, statistical, and geographic analysis software such as SAS, R, SQL and GIS programs.
- Extensive knowledge and experience with utilizing Salesforce and Tableau programs.
- Experience and interest in training staff to understand and properly utilize data management tools.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

#### **Desired Skills**

- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working in politics.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs a plus).



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## Other Requirements

- Must be able to work independently without supervision on a daily basis.
- Must complete data visualization and data gathering trainings hosted by Tableau, and other trainings as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

## COMPENSATION

### Salary

Salary range for this position is \$70,000 - \$76,000. Salary will be commensurate with experience and skills.

### Benefits

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 10 days paid sick leave
- 2 days paid personal days

## HOW TO APPLY

*Start date: for immediate consideration.*

Email your application to: [hr@civicinfluencers.org](mailto:hr@civicinfluencers.org)

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

Applicants who have been selected to move forward in the interview process will be contacted directly.

*Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.*