



## DATA MANAGEMENT FELLOW Job Description

**Organization:** Vote Run Lead (VRL) and Vote Run Lead Action (VRLA)  
**Location(s):** Remote  
**Salary Range:** \$30.53 per hour  
**Department:** Communications & Data

### ORGANIZATIONAL BACKGROUND

[VoteRunLead/VoteRunLeadAction](#) (VRL/A) are national, nonpartisan, civic leadership organizations committed to training anti-racist, feminist leaders who support democracy reform and representative government. We use training, technology, and community to create large-scale impact on women and gender expansive people's representation, to fuel their ambition for political leadership and close the knowledge gap around civic engagement.

Our mission is to unleash the political power of women and gender expansive people as voters, candidates and leaders to create and sustain an equitable democracy. Our vision is nothing short of a country where women and gender expansive people are the majority of office holders at every level of government, forging the democracy we deserve.

Launched in 2014, VRL/A was founded with the central tenet that at every level of government, more women's representation means greater impact and efficiency. Leveraging our award-winning **Run As You Are** curriculum, VRL/A trains women and gender expansive people to run for office, and win. To date, VRL/A has worked with over 55,000 women – nearly 60% of whom are women of color and 20% of whom are from rural America. Alumni are proudly serving on city councils, county boards, state houses, supreme courts, and in Congress.

Today, VRL/A has grown six times since its founding. With a deepened commitment to transform the leadership of our public offices, VRL/A has implemented the **Run/51 Project**, a moon-shot goal of gender parity in all 50 state legislatures. RUN/51 is now the primary focus of VRL/A's programming.

### OVERALL FUNCTION

VRL/VRLA's data team works within the Communications & Data Department to inform state-specific political strategy, tell the story of our work, track our network's political journeys, and support data-related needs for all departments. Reporting to the Data Director, the Data Management Fellow will primarily support database administration, including running database maintenance workflows; cleaning and standardizing data; performing internet-based research on candidates and elections; and entering data. The Data Management Fellow will have the opportunity to learn about how data can power political organizing and nonprofits, and gain skills in data management and technical platforms commonly used by progressive political organizations.

### **KEY RESPONSIBILITIES**

Responsibilities include, but are not limited to:

- Run existing workflows for database maintenance and tracking political candidates;
- Perform quality control and data standardization tasks, as needed to keep our database clean and complete;
- Support candidate and election tracking with research and data entry;
- Learn about VRL/VRLA's data systems and processes, especially Action Network and Action Builder;
- Run queries in Action Network and Action Builder to pull lists and statistics, as requested;
- Perform research and data entry to support other projects, as requested;
- Communicate effectively with colleagues both orally and in writing, including effective use of our project management tool, Asana, to track project tasks;
- Participate in weekly data team meetings, weekly Communications & Data meetings, and other recurring and one-off meetings, as needed.

### **QUALIFICATIONS**

- Available part-time (12-20 hours/week) for remote work;
- Organized, detail-oriented, and analytical (you enjoy going down the occasional internet rabbit hole);
- Strong communication skills, both written and oral;
- Able to work independently and ask for help when needed;
- Proficient with Google Sheets or Excel and interested in advancing your data wrangling skills;
- Able to stay focused and motivated when doing sometimes tedious tasks;
- Excited to build technical skills, both independently and with support from colleagues, and learn about how data can be used in political work;
- Comfortable working in a remote environment, including using digital tools such as

Teams to communicate;

- Interest in gender equity and politics;
- Bonus for experience with any of the following: Action Builder or Action Network (or another CRM such as EveryAction, NGPVAN, or Salesforce), SQL, using formulas in Excel or Google Sheets.

**TO APPLY: Complete the two steps below.**

- a. Fill out this form – [link here](#).
- b. Email your resume to: [fellowapplications@voterunleadaction.org](mailto:fellowapplications@voterunleadaction.org)