



Fundraising, Research, & Analytics Fellow

Organization: Vote Run Lead (VRL) and Vote Run Lead Action (VRLA)
Location(s): Remote
Salary Range: \$30.53 per hour
Department: Development / Office of the CEO

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

The Fundraising, Research, & Analytics Fellow will support the Development team and Office of the CEO with various research, data management, and tasks. This part-time fellow will split their time equally between both departments, co-reporting to the Head of Development and Narrative and the Executive Administrator (Office of the CEO).

KEY RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Conduct assigned research on policy trends and legislative actions related to organizational programmatic and alumni activities
- Participate in alignment meetings and cross-departmental collaboration to identify and pull data for the development/fundraising/narrative team and Office of the CEO as it relates to fundraising initiatives
- Gather, update, and maintain donor profiles in the donor database ActionNetwork, ensuring all information is current and accurate
- Pull and analyze program data for training sessions, state-specific initiatives, and coaching sessions
- Contribute to developing processes for data pulls, building on existing frameworks and improving efficiency
- Regularly update and maintain the moves management tracking sheet
- Prepare and present regular report outs around moves management to the development team

QUALIFICATIONS

Experience:

- Experience conducting research
- Familiarity with database software, such as Salesforce, EveryAction, ActionNetwork or others

Knowledge and Skills:

- Exceptional organizational skills
- Extremely detail-oriented
- Strategic: Ability to identify data trends, while also extracting and noting details
- Strong oral and written communication skills
- Comfort with working in a database
- Eager to learn and share discoveries
- Ownership and accountability of projects from beginning to end with sharp attention to detail
- Ability to work independently while also contributing to and collaborating with a team

- Innovative, thoughtful, and willing to share ideas and listen to others
- Familiarity with Asana, MS 635, Action Builder, and Action Network a plus

TO APPLY: Complete the two steps below.

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