



JOB DESCRIPTION: MI Data and Targeting Associate

ISSI is a not-for-profit corporation established to provide on the ground state-based data management, targeting and coalition-building advice and services to a variety of clients, including advocacy groups, charities and political organizations. These services are interconnected and while each team member may specialize in a particular area all staff collaborate extensively on a range of projects for disparate clients such as State Voices (<http://www.statevoices.org/>), and America Votes (<http://www.americavotes.org/>).

Location: Metro Detroit, Michigan

Summary

We seek individuals with varying levels of analytic, technical, or political experience for full-time positions within our Data and Targeting department. Strong candidates for these positions should have a combination of technical and interpersonal skills to successfully work with state and national organizations improving the function and efficiency of their partisan or nonpartisan electoral programs. Job functions vary by state, level of experience, and position. However in general a Data and Targeting Associate should have direct work experience with the following functions and qualifications.

Job Functions

- Administer, support, and train users on voter file systems (Catalist and VAN) and other online organizer tools.
- Identify technological challenges facing organizations doing electoral work; seek solutions; and, work with those groups to implement solutions.
- Coordinate large-scale voter contact programs utilizing in-house and vendor-provided technologies.
- Generate voter lists for mailing, canvassing and phoning.
- Data manipulation of voter, membership, volunteer, or other lists.
- Work with partner organizations to establish best practices and standards for data collection, data acquisition and preservation.
- Compile and analyze data.
- Participate on a national data and technology team dedicated to building a permanent, shared, national technology infrastructure.

Key Qualifications

- A strong commitment to progressive and charitable causes is a must.
- Strong interpersonal and communication skills including the ability to communicate technical subjects to non-technical individuals.
- Familiarity with online electoral tools such as Catalist and the VAN (Voter Activation Network) as well as constituent relationship management tools is a plus.
- Candidates should have an understanding of common direct voter contact programs and experience in the use of data and analytics to drive effective decision-making.
- Strong Excel skills are required and experience with databases such as a desktop-scale platform like Microsoft Access or more advanced SQL and query construction is a plus.
- Familiarity with GIS mapping software is a plus.
- Diplomatic, professional approach to problem solving while working independently or on a team.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.
- Must be a self-starter; willing to work sometimes long, irregular hours and to travel as needed.

Salary is commensurate with experience. Benefits include health, dental, vision and 401K. To apply, please email (include the job title as subject line) a copy of your resume, a cover letter and three references to: jobs-data@infoservicesgroup.net. ISSI is an equal opportunity employer.