



## **Deputy Voter Protection Director for Election Administration**

The Michigan Democratic Party (MDP) seeks a talented, driven, strategic Deputy Voter Protection Director for Election Administration. This position will work closely with the Voter Protection Director to help ensure that municipal election administrators across the state are in the best possible position to ensure that every eligible voter is able to cast a ballot that counts.

### **What You'll Do**

As our Deputy Voter Protection Director for Election Administration, you will have three main areas of responsibility:

- 1. Lead the monitoring and advancement of election preparedness and ballot access at the municipal, county, and state levels**
  - Manage and coach MDP's network of volunteer clerk liaisons who develop and maintain strong relationships with city/township election officials in their areas. Communicate regularly with volunteers to ensure the collection and documentation of information on election administration practices, accurate and timely reporting, and effective issue resolution or escalation.
  - Monitor developments relevant to the election-related duties of county clerks in key counties, and work with them to gather information and resolve issues.
  - Monitor Bureau of Elections publications and press releases, and assist Voter Protection Director with communication to BOE staff.
  - Work with progressive allies in Michigan to ensure that municipal and county clerks are prepared for the 2022 elections.
  - Identify barriers (financial, technical, logistical, etc.) to municipal-level election preparedness and advancement of proactive improvements to voting, and help identify ways to fill such gaps.
  - Develop strategies to hold officials accountable for their responsibilities to voters.
  - Help monitor legislation and policy changes related to voting and elections.
  - During the early voting period and on Election Day, monitor reports of issues with ballot access and work with local clerk liaisons to resolve them.
- 2. Develop and lead a provisional ballot chase program**
  - Research and develop a program for curing provisional ballots after Election Day, ensuring it is ready to be enacted if necessary.
  - Work with volunteers to collect data from municipal clerks necessary for the success of the program.

### 3. Design and maintain strong data practices

- Administer LBJ, VAN/Votebuilder, Google Forms and other database tools to track issues, volunteers, and voters.
- Ensure that all volunteers and staff are properly utilizing databases and that their reports are timely, accurate, and escalated appropriately.
- Develop regular review processes to monitor reports, ensure all voter issues have been resolved, and aggregate and escalate trends.

### Who You Are

We are seeking someone who, at their core, is fueled by the satisfaction of fighting for justice. You should have organizing skills and be eager to build an army of people who together will create meaningful change. You should be or have:

- *A creative and determined problem-solver.* You are not deterred by big, challenging goals or thorny problems. You relish the opportunity to unpack them and don't stop until you've reached your goal.
- *A strong, data-driven political organizer and relationship builder.* Demonstrated ability to build relationships with partners that effectively deliver results by motivating and holding others accountable for accomplishing goals in the field. Adept at using data to inform strategy development, monitor progress to goal, and report on and analyze outcomes, including familiarity with VAN/Votebuilder, Google Forms, Excel, LBJ, and other tools.
- *Superb project management skills.* Demonstrated excellence in developing and leading the execution of multiple, complex projects simultaneously. Able to spot issues ahead of time, creatively resolve them, and keep the team on track to meet its goals.
- *Self-starter who is highly skilled at managing up, down and across.* The ideal candidate knows how to leverage limited manager or leader time to get the information needed to move the work forward, while at the same as knowing how to communicate effectively with peers on their team and across the organization.
- *Strong lens and judgement on issues of race and equity.* Clearly and consistently articulates a sophisticated understanding of racial equity and structural racism as it relates to the work we do and how we operate internally at MDP. Organizes from a racial justice perspective, with emphasis on voter suppression's disproportionate impact on communities of color.
- Commitment to Democratic values and electing Democrats in Michigan.
- Prior Michigan experience preferred but not required.
- Law degree preferred but not required.

The Michigan Democratic Party is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment, and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law.

Send cover letter and résumé to [eperesman@michigandems.com](mailto:eperesman@michigandems.com)