◎HITstrategies

Data Manager - Job Description

ABOUT HIT STRATEGIES

HIT Strategies is a rapidly growing polling, messaging, and strategy firm that uses innovative research methods to understand, communicate with, and mobilize some of the hardest to reach communities in society. Women, millennials (+ Gen Z), and minorities are irreversibly shifting voting and consuming patterns in America. At HIT Strategies, we apply our lived experiences at the intersections of society to explore and empower these communities so that our partners can realize the full potential of the rapid diversification of America.

THE ROLE

A progressive Washington, DC research firm is seeking a full-time Data Manager, specializing in data document programming, starting immediately. The position would lead a small team of data staffer in the work of data analysis, polling sample management, post-stratification weighting, and data document coding and production. The position will be remote with the option to work in-office. Due to the startup nature of our research company, a dedicated self-starter who is eager to help build systems and someone who is responsive to positive direction and constructive feedback would be ideal for this position. We work closely with political organizations and candidates, so an interest in electoral politics is preferred.

RESPONSIBILITIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Conducting complex statistical analysis such as cluster analysis and regression analysis
- Assessing project timelines and needs in relation to data staff capacity, providing priority recommendations and reconciling conflicts
- Managing data staffers performance assessment and skill development
- Cleaning, recoding, and processing survey data
- Prior experience programming coding in order to process data and produce client deliverable documents
- Ownership of data products and organization of assets for strategic campaigns
- Assisting in logistics for quantitative research studies
- Collecting and compiling external public opinion research data and demographic information

DESIRED QUALIFICATIONS:

- Prior job experience using one or more of the following coding languages or software environments: R, Python, SPSS, Stata, or SQL (prior experience must be full-time)
- Prior experience conducting complex statistical analysis such as cluster analysis and regression analysis
- Ability to assess the data needs of a project, assist the research and sales teams with building research design, and direct the staff to achieve the objectives.
- Impeccable attention to detail and time management skills
- Familiarity with basic descriptive statistics or basic research methodology concepts
- Proficiency with Microsoft Office – especially Excel

- Ability to work with others efficiently in a fast-paced environment
- Willingness to work non-traditional hours when the job requires
- Strong analytical, problem solving, and decision-making skills
- Previous research experience whether through independent academic research or internships
- Interest in electoral politics

COMPENSATION OFFERED:

- $70,000 - $100,000 base salary annually dependent upon experience
- Health care with 80% of premiums paid by HIT Strategies
- Employer retirement matching at up to 3% of annual salary
- Generous spot and end-of-year bonus package that equals at least 10% of annual salary.
- Unlimited vacation and sick days

HOW TO APPLY

Diversity, equity, and inclusion are at the heart of our mission. We want our team to reflect the incredible diversity of the country. Therefore, we especially encourage applications from people of color, LGBTQ+ individuals, neurodiverse individuals, people with disabilities and members of other groups who are underrepresented in our political system.

To apply for this position, please submit a resume and cover letter no later than 11/29/2021 detailing interest and your qualifications to careers@hitstrat.com. Please include "Data Manager 2021" in the subject line. Applications will be reviewed by early December 2021.