



Director of Analytics

Job Description

Director of Analytics

Apply by 9/20/2013

About the Analyst Institute:

The Analyst Institute collaborates with progressive organizations and candidates around the country to build experimental testing into voter persuasion and voter mobilization programs and advance research on the most important political strategy questions. Our mission is for progressive voter contact to be informed by evidence-based best practices that have been proven to persuade targets and generate votes in a cost-effective manner.

Responsibilities:

The Director of Analytics is responsible for developing and managing all data systems and data analysis at the Analyst Institute (AI). The position consists of two primary responsibilities. First, you will be responsible for managing workflow of all data-related project tasks. This includes:

- Managing a team of talented analysts in a fast-paced environment, producing error free work
- Consolidating all the moving pieces in data acquisition, analysis, and reporting by working closely with the rest of the AI team

Second, you will be responsible for maintaining, developing, and refining internal data infrastructure that keeps AI up and running, including:

- IT systems
- Data and database management software
- Statistical and analytical tools

Candidates for this position should have a strong background in quantitative analysis in Stata, particularly with data from field experiments. They should have a thorough understanding of data management systems of various levels of sophistication (ranging from the organization of many wide files on a subversion server to relational databases). An ideal candidate will have a background in IT, programming, and systems management. The position requires working closely with a variety of people—ranging from analysts to data managers in other organizations—so the candidate should thrive when working with others.

A successful candidate will be able to efficiently leverage all personnel resources to ensure that a project is analyzed and submitted successfully. The Director of Analytics should act as a problem-solver of last resort by developing innovative scripts (e.g. do files, R scripts, Bash scripts, etc.) to automate analysis and solve or circumvent data problems. The Director of Analytics will also make explicit currently tacit knowledge about data analysis and data processing both internally and within the progressive data community through trainings, reports, presentations and working groups. The Director of Analytics will have the opportunity to generate novel experiment designs and manage the creation of infrastructure

for new testing methodologies. A background in political science or other social sciences is preferred though not mandatory.

Candidates should be self-motivated and proactive, comfortable working on multiple projects at once, and able to thrive in a dynamic small business environment.

Qualifications:

- Mastery of Stata (which includes a thorough understanding of macros, loops, ado files and Stata's advanced programming functions)
- Solid grasp of high-level programming languages (Python, R, and Bash preferred)
- Thorough understanding of data management, data organization, and database design
- A proven ability to manage a small, close-knit team
- Outstanding organizational skills (especially as applied to tracking over a hundred ongoing projects)
- Experience with predictive modeling and political data analytics
- Excellent technical writing skills
- Solid grasp of IT and networking (including version control, VPNs, backup systems, servers and remote access)
- Ability to work well under deadlines
- Ability to learn quickly and develop skills as needed
- Detail-oriented and highly organized
- Excellent analytical skills

Location: Washington DC, McPherson Square

Salary: Commensurate with experience

To apply, please email a cover letter and resume to jternovski@analystinstitute.org.