



## TECHNICAL PROGRAM MANAGER

The Election Administration Resource Center dba the [Ranked Choice Voting Resource Center](#) (RCVRC) is an election policy nonprofit based in North Carolina and Washington, DC. Our mission is to collect, distribute, and analyze information regarding the adoption, implementation, and impact of ranked-choice voting. We are a 501(c)(3) nonprofit organization that provides information, research, and tools to teach the public about ranked-choice voting (RCV). Governed by a four-member board, our Executive Director and staff handle the day-to-day activities of the organization.

### Program Description

The [RCV Universal Tabulator](#) (RCTab) is federally tested open-source software that can tally RCV election results using cast vote records from most voting system vendors. In addition, RCTab can combine results from multiple different voting systems into one complete result and can be used to audit RCV results generated by other voting systems. We are looking for an experienced Program Manager to continue and improve upon the development of the RCTab as a reliable implementation tool for jurisdictions of all sizes and complexity. This role is an excellent opportunity for someone that enjoys a small and agile group where you can make a great impact.

This is a full-time, limited-term position. The position is fully funded for up to 12 months. Employment beyond the initial 12 months will depend on available funding.

### Key Responsibilities

- Lead oversight of the RCTab program
- Serve as a liaison between developers, RCVRC staff, and RCV jurisdictions to identify and develop improvements and enhancements to RCTab
- Maintain and expand the system, user, and general documentation for RCTab using identified federal and state standards
- Coordinate certified federal and state testing where required by jurisdictions using RCTab
- Coordinate volunteer programming efforts with developers

### Desirable Skills

- Election Administration experience on the state or local level, particularly in the field of voting systems
- PMP Certification
- Technical knowledge in Java
- Experience in delivering technical presentations to various audiences
- Excellent interpersonal skills and the ability to influence without authority
- Comfortable and effective in demanding environments

### Job Requirements

- B.S. or B.A. degree in Business Administration, Management, Project Management, Computer Science, Engineering, or related fields.
- Program Management experience
- Skilled Google Suite and MS Office user (Word, Excel, PowerPoint, Teams)
- Familiarity with GitHub
- Strong experience developing software documentation using government established requirements
- Excellent problem-solving skills with the ability to engage subject matter experts selectively and effectively
- Strong organizational skills to successfully manage detail and overall plan
- Strong familiarity with program management methods and tools
- Capable of working with all relevant disciplines and staff located across locations/time zones
- Self-motivated with the ability to drive projects.

**Benefits**

- Competitive salary
- Employer matched SIMPLE IRA
- Paid vacation/holidays/sick/parental leave
- Flexibility to balance quality work and personal lives
- Remote position

**Application Details**

The Election Administration Resource Center is an equal opportunity employer committed to building and maintaining an inclusive and diverse group of team members. We promote a policy of equal treatment and opportunity and prohibit discrimination in any aspect of our hiring and promotion process with regard to disability, race, age, religion, sexual orientation, partnership status, gender and/or gender identity or expression, marital, parental or familial status, national origin, ethnicity, alienage or citizenship status, veteran or military status, or any other basis protected by law.

Please send a resume, three references, salary history, and requirements, along with a cover letter of no more than two pages, to [rosemary.blizzard@rcvresources.org](mailto:rosemary.blizzard@rcvresources.org). The position will remain open until filled. No phone calls or emails, please (other than as specified above).