



**NETWORK is rooted in Catholic Social Justice and the lived experience of real people.
We are open to all who share our passion.**

Database Coordinator

Permanent, Full-Time, Based in D.C. | \$49,000, plus generous benefits

About NETWORK:

A national network of social justice advocates – and the organization behind Nuns on the Bus – NETWORK educates, organizes, and lobbies for economic and social transformation. Founded in 1971 by Catholic sisters in the progressive spirit of Vatican II, NETWORK works to “Mend the Gaps” in income and wealth disparity and works to create a society and economy of inclusion. We value women’s leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBTQ+ community, and we engage in the ongoing work to become a multicultural anti-racist organization.

Why this position matters:

As a membership organization which communicates with and equips tens of thousands of advocates to engage in activism on a daily basis, NETWORK relies on good data to keep our efforts running smoothly. The Database Coordinator ensures we have the right information to ethically engage with our community in the ways that members want. Our ultimate goal is for the person in this position to be instrumental in applying data-driven technologies and data-driven decision-making to NETWORK’s strategic initiatives.

You could be our next Database Coordinator if you:

- can quantitatively and qualitatively understand the intricacies of a membership network;
- are a creative thinker and implementer, who loves data and systems, but appreciates that members are people, not just pieces of data;
- can translate what a colleague needs into fields, reports, processes, and workflows;
- are an excellent communicator, a skilled trainer, and an organized collaborator;
- have experience with Salesforce, fluency in Microsoft Excel, and a hunger to use data to support the mission; and
- love details, data, and want to figure out the optimal way to get the information we need.
- *Familiarity with faith-based organizations, advocacy organizations, or working with disadvantaged populations a plus.*

What you are great at:

- Leveraging all levels of database and constituency platforms to effectively reach and engage various constituencies.
- Being energized by appropriate attention to detail and the highest standards of data integrity.
- Conveying data concepts to users in order to fulfill unique needs in different ways.

What you'll be doing:

- **Data Management**
 - Be the internal expert on the intricacies of Salesforce and how NETWORK uses it.
 - Recommend and implement improvements to data structures and information flow.
 - Use a variety of tools to track inconsistencies and ensure data hygiene in the database.
 - Ensure that all teams are equipped and motivated to record contacts with constituencies in Salesforce.

- Delegate projects to contracted consultant for work outside the scope of day-to-day maintenance.
- **CRM Integration**
 - Ensure smooth integration of data between Salesforce and other platforms used to communicate with NETWORK supporters: CQ Engage, Gravity Forms, and Mobile Commons.
 - Conduct annual survey of NETWORK supporters and ensure proper integration of results with Salesforce.
- **Collaboration with Staff**
 - Train staff in Salesforce, provide cross-departmental integration and consistency, and help staff determine how the database can be applied to support their work.
 - Maintain and improve internal (staff) database protocols, increasing organizational use by ensuring the database is useful and user-friendly for the entire staff.
 - Analyze, track data, and find trends related to member behavior in response to communications and other interactive tools.
 - Produce monthly reports (and additional reports as needed) to track constituency growth.
 - Collaborate with other staff teams to increase member retention/growth and support constituency outreach strategies.

What it's like working at NETWORK:

Rooted in Catholic Social Justice, NETWORK is open to all who share our passion for justice. Staff and members are people from a variety of religious and nonreligious backgrounds. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace environment where staff embrace the “Sister-Spirit” of our foundresses by rooting our understanding in encounter, not ideology; prioritizing the well-being of others; seeing everyone as people first, not just roles; and using humor and being feisty in order to be bold and do the unpopular. [Read More.](#)

Benefit details:

- Starting salary: \$49,000/year
- Additional \$1,200/year to help cover commute costs
- Generous time off: 2 weeks paid vacation, Christmas week off, 12 additional holidays, 2 personal days
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- Four staff retreat days; an organizational commitment to professional development and wellness

How to apply:

Cover letter: 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you're interested in this position and why you want to be a part of the NETWORK team. Give us a sense of the level of responsibility, complexity, and creativity of the past database work you've engaged in.

Resume: While you may focus on development and database experience, please include all experience so we get a good picture of what you've been up to.

Email: Send materials to Maggie at employment@networklobby.org. Please include “Database Coordinator” in the subject line.

Timing: This position will stay open as long or as short as needed—until we find the right candidate. We'll start our first round of interviews from applications received by January 5, 2020. Ideally, we'd love for this position to start in February, 2020.

***how to apply” instructions inspired from a job posting created by Team Dynamics**

It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.