

## TITLE

Database Coordinator

## JOB DESCRIPTION

Lee Family Office seeks a full-time Database Coordinator to support Barbara Lee, the Barbara Lee Political Office and the Barbara Lee Family Foundation by managing the CRM database, generating and maintaining data and reports, and supporting office staff in their use of the database. This position reports to the Program Director.

## ABOUT YOU

Candidates must have 2-4 years' experience working with a database system as well as the initiative to troubleshoot and improve database functions. Additional experience is necessary in administrative work, data entry, staff training, and event planning. Basic knowledge of computer programming and maintenance, along with an interest in social activism, women's issues, and politics is preferred.

## ABOUT US

The Lee Family Office (LFO) manages administrative functions for Barbara Lee and provides staffing for the Barbara Lee Political Office (BLPO) and the Barbara Lee Family Foundation (BLFF).

The [Barbara Lee Family Foundation's nonpartisan research](#) on women running for executive office has been used by politicians, press, and practitioners for nearly two decades to understand the obstacles and opportunities for women running for office. Our expertise on women in politics has been featured in national press outlets from the *New York Times* to *Glamour*, *Politico*, and MSNBC.

The [Barbara Lee Political Office](#) is a leading resource for progressive women candidates. BLPO advances women's equality in American politics by recruiting, electing, and supporting progressive, pro-choice, pro-equality women candidates and building a pipeline of Democratic women Governors and U.S. Senators.

Barbara Lee has been named one of Boston's most influential thought leaders by *Boston Magazine*, and her reach is nationwide. Barbara Lee has helped elect 140 women in 32 states, including every sitting Democratic woman Governor and U.S. Senator.

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## JOB RESPONSIBILITIES

### Database Responsibilities:

- Responsible for detailed and precise data entry of contact and vendor information into the Microsoft Dynamics CRM database taken from electronic and paper sources. Position utilizes agreed-upon organizational standards for information entry and information workflows.
- Provide Administrative and Program and Communications Teams with reports and lists (custom and static) using queries to facilitate bulk mailings/campaigns/event lists/travel documents.
- Responsible for recognizing the need for and performing research efforts when updating contact information. Includes, but is not limited to, use of the Internet, hardcopy and electronic sources.

### Staff Training Responsibilities:

- Update user manuals and maintain current filing practices.
- Participate in periodic meetings with Principal and Program Team to establish parameters for data requests and best practices.

- Train existing/new staff on how to use the CRM database and computer software.

**Research & Direct Mailings Responsibilities:**

- Responsible for coordinating mailings (electronic and postal) to solicit updated contact information, on a monthly basis.
- Responsible for coordinating with Principal and Executive Director to produce lists and mailing labels for bulk mailings.

**Administrative Responsibilities:**

- Participate in Program Team duties, as directed by the Program Director, and assist other staff members as directed.
- Attend all-staff meetings weekly and departmental/team meetings monthly or as directed.

**JOB REQUIREMENTS**

Skills/Experience:

- Bachelor's degree from accredited college or university strongly preferred.
- 2-4 years' experience working with relational databases, including data entry and database customizations.
- Prefer direct experience using Contact Resource Management (CRM) applications as an end user.
- Prefer experience with constituent management/email blast systems.
- Must be proficient with use of Microsoft Office, Word, and Excel (including mail merges).
- Must have efficient and highly accurate data entry abilities and demonstrated ability to manipulate figures and data with speed and accuracy.
- Must have ability to understand workflow processes and deadlines, and carry out duties utilizing established organizational protocols.
- Excellent communication skills. Strong analytical and problem solving skills.
- Ability and desire to work as a team player and as a leader.
- Ability to gracefully manage a high level of stress, multiple projects, and meet deadlines.
- Mature, discreet, and confidential.
- Interest in women's leadership and political participation.

Lee Family Office is committed to workplace diversity and inclusion and candidates from underrepresented communities are encouraged to apply. We are an equal opportunity employer and do not discriminate in hiring or employment. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience.

**TO APPLY:**

Send cover letter, resume, and reference list to:

Nicole Carlsburg  
Program Director  
Lee Family Office  
131 Mt. Auburn St., Suite 3  
Cambridge, MA 02138  
[ncarlsburg@barbaralee.com](mailto:ncarlsburg@barbaralee.com)