

# AMERICANS FOR PROSPERITY FOUNDATION

## POSITION DESCRIPTION

<b>Position Title:</b>	Database Associate	<b>Department:</b>	Marketing
<b>Reports To:</b>	Director of Marketing	<b>FLSA Status:</b>	Non-exempt
<b>Location:</b>	National Office, Arlington, VA	<b>Date Written:</b>	11.18.2009

### SUMMARY:

The database associate will manage all functions related to database management and development under the supervision of the Director of Marketing. The associate will assist staff with extracting data from the database, training state and national staff on the database, uploading and updating data, and processing returned mail. The associate will work with the marketing, membership, communications, and development departments that work with and maintain the organization's database and integrated systems. The candidate should have a commitment to the principles of the organization – specifically, a firm commitment to advancing every individual's right to economic freedom and opportunity through free markets.

### ESSENTIAL RESPONSIBILITIES:

- Assist staff with extracting data and pulling lists for hard copy mailings, e-mail broadcasts, telemarketing and analysis of membership and events
- Assist in training staff on database and the procedures and protocols for uploading data to the database
- Assist in creating new user accounts
- Create new records and update existing records in an accurate and consistent way that upholds the existing procedures and protocols
- Fulfill requests from outside organizations seeking to purchase or exchange lists by interacting with our list broker and updating their files
- Perform daily uploads of all online members and donations and all mail returns under the correct data codes
- Function as an advocate for database integrity, ensuring that systems procedures and protocols are followed and data is flagged correctly for analysis and specific data pulls
- Carry out standard database maintenance including but not limited to, making sure the database is always up to date, quality data is being entered into the database, and merging duplicate records
- Assist in maintaining and updating the procedure handbook
- Provide reports on members, events, and donors to the appropriate departments on a regular/daily basis
- Flexibility to assist office with other tasks they may fall outside of database management

## **POSITION REQUIREMENTS:**

- Minimum of one year of database experience preferred
  - Strong attention to detail and excellent problem-solving skills
  - Willingness to learn new software quickly and take on new challenges
  - Integrity, humility, and an entrepreneurial attitude
  - A positive attitude and an earnest interest in providing good customer service to our members, partners and state chapters
  - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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## **GENERAL:**

**Americans for Prosperity Foundation** (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

## **TO APPLY:**

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at [hdclariva@afphq.org](mailto:hdclariva@afphq.org) with the position title in the subject line. AFPP is an equal opportunity employer. No phone calls please.