



DEMOCRATIC SOCIALISTS OF AMERICA

75 Maiden Lane / New York, N.Y. 10038

(212) 727-8610 / www.dsausa.org / info@dsausa.org

Database Coordinator

The Democratic Socialists of America is a member-run, socialist organization with more than 350 groups in every state and the District of Columbia engaged in movement-building, public education, direct action, advocacy, and electoral politics. Our immediate goal is to build working-class power against the capitalist class while advancing transformative reforms like Medicare for All and a Green New Deal, supporting a robust labor movement, advancing racial justice, electing socialists to office, and shifting the public framing around capitalism and democratic socialism. DSA is a “big tent,” multi-tendency organization that welcomes everyone committed to democracy and socialism.

Reporting to the Data and Tech Manager, the Database Coordinator will be responsible for maintaining our 250K+ record database and the database for our educational sister 501(c)3, making sure our data is clean, up-to-date, and searchable.

Responsibilities will include (but are not limited to):

- Position will include duties for both DSA (501c4) and DSA Fund (501c3)
- Maintain contribution and membership records, as well as emails on our contact list, through data entry and data cleanup
- Recommend and implement policies, procedures, and guidelines for data entry
- Identify, research, and ensure a timely resolution to resolve technical problems with CRMs
- Process incoming dues and donations payments
- Work with other staff to plan for and coordinate fundraising and communication efforts and producing mailing, fundraising, and Democratic Left lists
- Provide segmented lists and data of various types to staff as needed
- Assist with registration for conferences and conventions
- Document and advise other staff on the use and limitations of CRMs
- Is a technical expert on all things ActionKit, including training new staff in ActionKit basics

Requirements:

- Unwavering attention to detail, even when doing tasks repeatedly or when dealing with a large data set
- Quickly spots potential process improvements and trouble areas in systems
- Pattern recognition in data sets
- Prior experience working with a development-focused database/CRM system
- Familiarity with Google Suite and Microsoft Excel
- Proven ability to facilitate technical training sessions for largely non-technical audiences.
- Exceptional listening, interpersonal, and general communication skills.
- A strong relationship-builder and team player.



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- Self starter that can efficiently manage multiple projects at once, use limited resources effectively, and work with a team.
- Handles high pressure situations with positive attitude, tact and professionalism.
- Commitment to democratic socialist, feminist, anti-racist, anti-heterosexist and pro-worker action and identify as a socialist and be grounded in democratic socialist politics; general agreement with the positions and perspectives of YDSA and DSA.

Preferred:

- Experience with ActionKit or experience with multiple CRMs
- Experience in coding in SQL
- Familiarity with information security best practices
- Creativity and sense of humor

Reports to: Data and Tech Manager

Work Schedule: Full-time. Work hours will fluctuate according to campaign needs and members' availability.

Salary: \$52K in first year with scheduled 2K raises in 2022 and 2023.

Benefits:

- We offer employer paid medical, dental, and vision insurance for employees and their spouse/partner and/or dependent children.
- Three weeks of vacation in the first year of employment, then four weeks each year thereafter.
- Employee contribution equivalent to 1% of wage to a 401k.

This position is covered by a collective bargaining agreement with the Washington-Baltimore News Guild.

Application Deadline: July 19, 2021

To Apply: [Click here](#)

No phone calls or recruiters, please.

Democratic Socialists of America is an equal opportunity employer and committed to a staff that reflects the working class. We strongly encourage and seek applications from women, people of color, DREAMers, as well as members of the LGBTQ communities.