



# GROUNDSWELL FUND

## JOB ANNOUNCEMENT

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### IT DATABASE ASSOCIATE

Reports to:	IT Manager
Works with:	Community, Culture, Currency Department (CCC)
Location:	This is a full-time telecommuting position.
FLSA/Classification:	Non-Exempt, Full-time, Regular
Salary:	\$55,000 - \$60,000 annually or commensurate with experience

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**Overview:** [Groundswell Fund](#) is a public foundation that resources intersectional, solidarity-based grassroots organizing work that centers Black women, Indigenous women and other women of color including Transgender women of color. We fund within many social justice movements and are the largest funder of the U.S. Reproductive Justice (RJ) movement. For more than a decade, we have enabled foundations and individual donors to increase the impact of their giving by offering a different kind of philanthropic model. Different in who we are: A program staff of women of color, transgender people of color, and gender nonconforming people of color who come directly out of community and labor organizing and have a combined 70+ years of grassroots organizing and civic engagement experience within communities of color; a board comprised of grassroots leaders shaping strategy alongside funders and donors. Different in who we support: primarily Black and Brown women, including transgender women of color who are organizing at the grassroots. Different in how we support the field: not just through grants, but also through capacity-building support focused on boosting grassroots power, and funder organizing that lifts up our grantees to a larger audience of funders and donors who can move resources to their work, whether or not these resources come through our doors. Groundswell moves at least 80 percent of the dollars that come in our doors back out to the field.

Since 2003, Groundswell has moved more than \$60 million to the field in grants and capacity building support; increased the giving of dozens of national and local foundations; and helped bring thousands of new individual donors into the RJ movement. Our grantees have been instrumental in the passage of more than 250 pro-RJ policies at the state and local level and in blocking many regressive policies, and they have built a growing grassroots base of support for RJ across the U.S. In 2017, we expanded our funding to support multi-issue organizing led by WOC and transgender people of color across other social justice movement sectors, from environmental and economic justice, to immigrant and LGBTQ rights, and on. We also launched a 501(c)(4), Groundswell Action Fund, now the largest c4 fund in the country centering WOC-led c4 work.

**Position Summary:** The IT Database Associate is primarily responsible for entering and managing data within the organization's database. They will assist each department with bulk uploads from spreadsheets and files, working closely with staff to ensure that this data is accurate. The IT Database Associate will also assist with training staff on how to access and use the database. The IT Database Associate's input will be included as we transition to a new database, and they will serve as an integral part of the implementation team to migrate from the old database to the new one. The ideal candidate will have a keenly analytical orientation with strong attention to detail in every aspect of their work and is able to multi-task on a variety of projects.

### **Responsibilities:**

- Keep the database updated with high accuracy and coordinate with IT to troubleshoot issues
- Maintain accurate and complete information on all entries
- Examine data for errors related to formatting, locate and eliminate duplicate entries, and standardize entries
- Assist with documenting of the database procedures and guidelines
- Create and run complex queries, reports, mailings and exports to support staff especially fundraising and grantee efforts on a routine and as needed basis
- Provide training and advice to staff on correct database access and usage
- Perform database related tasks for staff, such as updating information and providing data information from requests
- Implement data entry projects as they are identified
- Assist with the conversion and implementation of a new database
- Assist with IT support as needed
- Other duties as needed

### **Qualifications:**

#### **Experience and Education**

- 2+ years of experience working with a database and producing reports from a database application

#### **Skills and Attributes**

- Committed to Groundswell's mission.
- Proficient in PC computers and MS Office Suite: Word, Excel and Outlook
- Data entry: database associate will spend a significant amount of time on data entry tasks, and should be familiar with data entry processes and understand best practices
- Strong analytical, problem solving and verbal and written communication skills
- Ability to troubleshoot software and hardware issues
- Communicate effectively with managers, developers, and other workers.
- Meticulous attention to detail and deadlines with the ability to work under pressure in a fast-paced environment and handle many tasks efficiently
- Strong team player and working with others and coordinating their database needs

- Excellent time management
- Self-motivated and self-managed: the ability to work independently, take initiative, and manage up
- Certification specializing in various database management systems is not required, but very helpful
- Impeccable discretion and ability to keep confidentiality
- Comfort working across cultures and difference, including experience and comfort working with people of color and transgender and gender non-conforming people
- Proficient with CiviCRM and/or NeonCRM is a plus

**Computer Skills:** To perform this job successfully, an individual should be very comfortable with technology, including Microsoft Office 365 and suite of programs (SharePoint and , print/web publishing, conferencing software, and PC computers.

**Travel:** When travel is safe again, must be available to travel at least 4 times a year for overnight events/meetings across the U.S.

**Compensation/Benefits:** Annual salary is \$55,000 - \$60,000 or commensurate with experience. Very generous benefits include fully paid for employee and family health, dental, vision, matching 401K plan, as well as additional employer-provided reimbursements for fertility expenses, transgender health care costs and midwifery/doula expenses that are not covered by insurance. Three weeks of vacation upon hire and a generous holiday schedule including the last week of December, as well as a flexible work schedule.

**To Apply:** Please email a resume, three professional references, and a cover letter that includes your salary expectations and describes why you feel you are a strong candidate for this position to: [bavery@groundswellfund.org](mailto:bavery@groundswellfund.org), subject line should read: Application for IT Database Associate. Applications will be accepted until the position has been filled. Due to the high volume of applications, only those selected for further discussion will be contacted. Please, no phone calls.

**Equal Employment Opportunity:** The Groundswell Fund is a 501(c)(3) public charity incubates new and innovative public-interest projects and grant-making programs. We are committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.