

Database & Analytics Operator

Job Location: Kensington, NH
Position Type: Contract, Temporary Assignment
Reports to: **Director of Social Mission**
Compensation: TBD (Commensurate on Experience)

POSITION SUMMARY: Utilizing the Salesforce platform, the successful candidate will help shape, organize, and grow a more effective and cohesive database using our current list. Using this list as a foundation, this position will create management operations to help build and grow our database of customers and constituents allowing our organization to better track and analyze CRM results.

The position will be balanced by database management, marketing research, and tracking/reporting real time marketing analytics.

Reporting to the Director of Social Mission, the *Database & Analytics Operator* will work closely with the marketing and sales team to ensure that all goals and deadlines are reached.

REQUIREMENTS

- Proven success and experience with Salesforce database management, reporting and analytics
- Excellent communication and people skills
- Detail-orientated, team-player able to work under multiple fast paced deadlines
- Basic knowledge of Social Media analytics(Facebook, Instagram, Twitter, etc.)
- Knowledge of WordPress
- Familiar with complimentary platforms including, but not limited to; MailChimp, Eventbrite, Catapult, Square, WordPress, Facebook, etc.

Key Attributes Candidate Must Have:

- 3+ years' experience in CRM, specifically with Salesforce and Mailchimp
- Attention to detail to ensure accurate and effective reporting
- Strong sense of accountability – assure what is promised is delivered

AREAS OF RESPONSIBILITIES TO INCLUDE (BUT NOT LIMITED TO):

- Identify gaps in database collection and organization across all LFF North operations
- Develop, maintain and grow database to meet goals set forth by Director of Social Mission
- Provide regular analytics for social media, web, and email marketing initiatives.
- Assist with acquisition and merge of partner database sharing.
- Build out database to allow for optimum flexibility and target by segments

QUALIFYING PERSONAL SURVEYS: All eligible candidates will be required to complete a Predictive Index and Leadership Evaluation Assessment survey. As a condition of employment, all candidates must complete a Background Check.

Note: These are not intended to be an exhaustive list of all duties or responsibilities.