



ACS Seeks Database Associate

The American Constitution Society (ACS) believes that our laws and legal systems should be forces to improve and protect the lives of all people. ACS works for progressive legal reform by shaping debate on our most pressing legal and constitutional challenges; with our nationwide network of lawyers, law students, judges, scholars, activists, and policymakers dedicated to those ideas; and by countering the activist conservative legal movement that has sought to erode our enduring constitutional values and rights.

ACS is looking for a highly organized and skilled **Database Associate**. This position would report to the IT Director, and is currently offered as fully remote; however, it will be required of the employee to attend ACS in-person events (minimum of two per year).

POSITION RESPONSIBILITIES

- Enter checks, wire transfers, stock payments, and donations into Salesforce
- Monitor refund requests and report them to appropriate personnel
- Ability to create reports and dashboards in Salesforce
- Manage Salesforce reporting and data accuracy in Salesforce across departments
- Weekly and monthly meetings to verify financial information with the Administration Department
- Assist with managing duplicate information within Salesforce
- Issue Sponsor invoices
- Manage third party applications where donations are received.

REQUIRED COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES

- Accurate and reliable data entry skills and familiarity with Salesforce, and Pardot
- Extensive knowledge of Salesforce
- Excellent organizational skills including the ability to simultaneously plan and manage multiple projects
- Superb attention to detail and ability to reliably adhere to deadlines
- Strong communication skills including written and verbal communication
- Proficiency with Microsoft 365 apps
- ACS requires COVID-19 vaccination of all employees that perform in-person job duties.

BENEFITS

- Starting salary of \$45,000.
- Generous health, vision, dental, life insurance.
- Paid holiday, vacation, and sick leave.

HOW TO APPLY

Those wishing to apply should submit a résumé and cover letter (each as a PDF) to Morgan Washburn, HR Manager, at jobs@acslaw.org. Please include “ACS Database Associate Candidate” in the subject line.

ACS values a diverse workforce and an inclusive culture. ACS encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status. Returning citizens are encouraged to apply.