



Position Overview

Database Specialist and Process Manager for Cambridge Office of WolfBrown

WolfBrown, an internationally recognized consulting firm specializing in the arts and cultural sector, collaborates with stakeholders across the field to build a more equitable, pluralistic, and sustainable future for artists, organizations, and community ecosystems. Our team tackles some of the sector's most stubborn, long-term challenges often in collaboration with innovative non-profit organizations, foundations, and government agencies.

We currently seek someone to serve as a team leader in the design and implementation of large-scale databases, specifically informing a nation-wide project focused on youth internships and later trajectories in the creative sector. See a list of our current projects at wolfbrown.com.

This role is 100% full-time (40 hrs/week), with a minimum of two days per week in Cambridge office; starting full-time annual salary in the range of \$85,000 to \$100,000 plus benefits, depending on skills and experience.

Key Responsibilities

We are seeking a Database Specialist and Process Manager who will join the Creative Opportunities team at WolfBrown. A chief responsibility will be the development and maintenance of a Salesforce database serving a national network of communities supporting young people's engagement in the arts and cultural sector. In this role, an individual's responsibilities will include:

- Database design, implementation, and management;
- Ensuring databases are structured thoughtfully with validation rules, descriptions of fields, and underlying calculations;
- Creation of clear and visually engaging displays reporting the impact on young people, the adults who mentor them, and the ecosystem they enter;
- Working with participating organizations to use their data to strengthen their programs and report on their results to their stakeholders;
- Collaborating on reports regarding local and national results to funders.

CULTURE IS PLURAL



This individual will also join a team of WolfBrown researchers pursuing a wide range of projects focused on widening access and reporting on the impact of expanded cultural engagement for people of all ages. As part of these projects, this individual will:

- Collaborate with other team members in regular meetings;
- Attend regular meetings with participating sites and their researchers;
- Conduct literature reviews to connect WolfBrown's work to national and international research;
- Present to funders;
- Share results at national conferences;
- Develop manuscripts and publish results in reports and peer-reviewed journals;
- Other duties as assigned.

Qualifications

- Bachelor's degree required; master's degree preferred including advanced coursework in social sciences, statistics and measurement, public policy or related field preferred;
- Experience working on database design in professional contexts using databases, spreadsheets, or CRM systems (e.g., Excel, Salesforce);
- Experience with research methods, data analysis, or program evaluation;
- Strong analytical, writing, and synthesis skills, with the ability to translate data into accessible insights;
- Client-facing work in using data for program improvement and communicating impact;
- Excellent organizational skills and ability to manage multiple projects simultaneously;
- Commitment to equity, access, and inclusion in the arts and cultural sector.

Preferred Experience

- Experience with arts, culture, education, or nonprofit research;
- Familiarity with longitudinal studies and program evaluation;
- Experience collaborating with diverse stakeholders, including educators, artists, and institutional partners.

Application

- To apply, send materials to Claire@wolfbrown.com
- Include:



- Brief (no more than one page) cover letter summarizing your interest and fit for this job;
- Résumé;
- Two work samples that showcase your previous work on dashboard and database report creation, preferably in Salesforce, as well as data analyses that you have presented to clients or stakeholders.

You will hear from us within two weeks regarding next steps. If you progress to an interview, we will also ask you for three references from employers, clients, and collaborators.