



Position Announcement

Planner

2021

Are you passionate about working with socially progressive non-profits? Do you love Excel spreadsheets? Then join our team!

O'Brien Garrett is an award-winning direct response fundraising agency looking for a Planner to play an essential role in our clients' success. The Planner provides key support to client teams by developing direct marketing strategies and segmentations and assisting in the preparation of statistical reports. As Planner, you'll interact with staff at some of the leading progressive groups in America and collaborate in-house with a talented group of professionals that come from diverse backgrounds and industries, giving you ample opportunities to hone old skills and grow new ones. And you'll play a critical role in ensuring that our clients receive the quality service that helps make it possible for them to change the world day in and day out. Headquartered in Washington DC, we also have a New Orleans office located in Bywater.

Essential Functions

As Planner you will:

- Help create clients' annual budgets
- Manage campaigns within the reporting system and update revenue and expense measures
- Create and manage testing logs
- Be responsible for the data relationship with partners and clients

Candidate Attributes

The successful candidate will have some combination of the following attributes:

- A minimum of two years of experience working with data or project management
- Strong knowledge of Microsoft Office, particularly Excel
- Ability to work independently and take initiative, manage multiple projects and deadlines
- Experience in direct marketing and/or production preferred

To Apply

Please submit a detailed cover letter, your resume, and the contact information for three references as one PDF to jobs@obriengarrett.com using “Planner” with your name as the subject of your email (e.g., Planner – Jane Doe).

Our client work often focuses on policies that impact the most marginalized people in society — including people of color, people from disadvantaged communities, women, and LGBTQ people. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

O’Brien Garrett offers competitive salaries and a comprehensive benefits package including health benefits, flexible schedules, paid time off, 13 paid holidays, transportation stipend, and 401(k). Ideally the successful candidate will work out of the DC or New Orleans office, but remote candidates will be considered.