



## **Position Announcement Telemarketing Associate January 2022**

Are you passionate about working with socially progressive nonprofits? Then join our team!

O'Brien Garrett is an award-winning direct response fundraising agency looking for a telemarketing team member to liaison with client and TM firms by helping to distribute materials, communicate priorities, set budgets and manage results by assessing performance and best practices. Our environment is fast-paced working on fulfilling and nimble strategic partnerships with both our clients and our TM partners.

O'Brien Garrett works to achieve a collaborative team environment that encourages decision-making and skill development. You'll work side-by-side with talented professionals committed to helping forward-thinking organizations realize their fullest potential. Headquartered in Washington DC, we also have a New Orleans office located in Bywater as well as remote staff nationwide.

### **Essential Functions**

As a Telemarketing Associate, you will:

- **Oversee distribution and approval of TM materials:** Work with client and TM partners to ensure accurate scripting and pledge fulfillment materials. You will need to ensure correct copy is used in drafts as well as the final live mail and email materials.
- **Weekly check-ins:** Hold weekly check-ins with TM partners to review goals and performance.
- **Manage logistics:** Work with O'Brien Garrett team to assist in data management between client, phone append vendor and data firm as well as delivery of data to TM partner. Also ensure briefings, start dates, end dates and monitoring are scheduled according to availability.
- **Participate in client calls:** Share feedback and report on results as necessary in client meetings.
- **Reporting:** Help develop and then be responsible for compiling reporting from TM partners into a digestible format for clients on a weekly basis.

## **Candidate Attributes**

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

- Telemarketing administrative work is preferred but not necessary if there is some non-profit telemarketing experience.
- Knowledge of Slack or a similar communication platform, Microsoft Office Suite, Google Docs, and Asana or similar project management software is preferred but training will be provided

## **To Apply**

Please submit a cover letter and your resume to [jobs@obriengarrett.com](mailto:jobs@obriengarrett.com) using “Telemarketing Associate” with your name as the subject of your email (e.g., Telemarketing Associate – Jane Doe). If possible, please include the contact information for two references at the time of submission (they will not be contacted without prior notification).

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). We are open to remote candidates.