



Job Description

Position: Database & Administrative Associate

Location: Denver, CO (Hybrid)

Salary Range: \$50,000–\$72,000, commensurate with experience

Application Deadline: Rolling until filled

Apply at: www.tinyurl.com/ApplyForMI

About the CELL

The Counterterrorism Education Learning Lab (CELL) is a nonpartisan, nonprofit organization dedicated to advancing public safety through education. Through our acclaimed exhibit, award-winning speaker series, and impactful training programs, we empower individuals and communities to better understand, identify, and prevent security threats. We are a mission-driven team committed to creating a safer world through education and engagement.

About the Role

The **Database & Administrative Associate** plays a critical role in supporting CELL's fundraising, programs, events, and day-to-day operations. Serving as a key administrative and database resource, this position maintains CRM records, processes gifts and program bookings, prepares reports, and provides administrative support that helps keep the organization running efficiently.

This hands-on role is responsible for ensuring organizational information is accurate, organized, and actionable while supporting fundraising campaigns, educational programs, and operational activities. As organizational knowledge and proficiency develop, this position will have opportunities to assume additional executive support responsibilities.

The ideal candidate is highly organized, detail-oriented, and service-minded. They enjoy creating order from complexity, supporting multiple projects simultaneously, and working with data, technology, and people. They are proactive, adaptable, and take pride in producing accurate work that helps colleagues and the organization succeed.

What You'll Do

Database & CRM Management

Maintain the accuracy, integrity, and usefulness of organizational data and fundraising records across programs, events, donor engagement, and community outreach activities.

- Enter, update, and maintain constituent, donor, attendee, and partner records in the CRM.
- Process and record charitable gifts, pledges, sponsorships, and other fundraising transactions; assist with donor acknowledgements.
- Import event registration, attendance, and engagement data.
- Perform regular data audits and quality assurance checks.
- Generate reports, lists, and data exports that support fundraising, operations, and organizational decision-making.
- Support data segmentation and record management efforts.



- Assist with CRM maintenance, cleanup projects, and process improvements.
- Help ensure data accuracy, consistency, and compliance with organizational standards.

Administrative & Operational Support

Provide administrative support that helps ensure efficient day-to-day operations across the organization. As organizational knowledge and proficiency develop, this role will have opportunities to assume additional executive support responsibilities.

- Assist with meeting preparation, including agendas, materials, technology needs, meeting logistics, and follow-up documentation.
- Support internal processes and administrative workflows across departments.
- Maintain organized records, files, and documentation.
- As organizational knowledge and proficiency develop, assume increasing responsibility for executive scheduling, calendar management, and administrative support.

Program & Event Support

Support the successful execution of CELL programs, trainings, meetings, and events.

- Assist with event registrations, attendee communications, and logistics.
- Coordinate materials, schedules, and administrative preparations.
- Support educational program reservations and group visit coordination.
- Help track attendance, participation, and program outcomes.
- Provide administrative follow-up.

Reporting & Process Improvement

Support organizational effectiveness through reporting, documentation, and continuous improvement.

- Prepare reports and summaries related to programs, events, outreach, and operational activities.
- Maintain process documentation, templates, and administrative resources.
- Identify and recommend opportunities to improve workflows, automate repetitive tasks, and increase efficiency.
- Support the adoption and effective use of technology, AI-powered tools, and process improvements that enhance organizational effectiveness.

Success in the Role

A successful Database & Administrative Associate is a dependable, detail-oriented team member who ensures the organization's data is accurate, timely, and actionable. They provide exceptional administrative support, build trust through reliability and professionalism, embrace technology and AI-enabled tools to improve efficiency, and contribute to the successful execution of fundraising activities, programs, events, and day-to-day operations. As they grow in the role, they become a trusted operational resource capable of supporting increasingly complex administrative and executive responsibilities.



Required Qualifications

- 2+ years of administrative, operations, database, customer service, nonprofit, or related experience.
- Experience maintaining records, generating reports, and ensuring data quality within a CRM or database environment.
- Strong attention to detail and commitment to data accuracy.
- Excellent organizational, time management, and follow-through skills.
- Strong written and verbal communication skills.
- Strong customer service orientation and a professional, solutions-focused approach to supporting internal and external stakeholders.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to handle confidential and sensitive information with professionalism.
- Comfort learning and utilizing new technology platforms, digital tools, and software applications.
- Ability to work independently and collaboratively.
- Ability to work occasional evenings and weekends.

Preferred Qualifications

- Salesforce experience.
- Event or program coordination experience.
- Experience generating reports and working with data.
- Experience using AI-powered and emerging technology tools to support administrative tasks, data management, research, reporting, workflow efficiency, and organizational productivity.
- Associate's or Bachelor's degree in Business Administration, Communications, Information Systems, Operations Management, Nonprofit Management, Event Management, or a related field.

Work Authorization

Candidates must be legally authorized to work in the United States at the time of application and throughout employment. The Mizel Institute does not provide employment visa sponsorship now or in the future.

Benefits

- Positive, mission-driven organizational culture
- Competitive salary and comprehensive benefits package, including:
 - Medical, Dental, and Vision coverage
 - HSA/FSA accounts
 - 403(b) retirement plan with employer match
 - Life, Short-Term, and Long-Term Disability Insurance



- Generous time-off policies: Vacation, Sick Leave, Holidays, Bereavement, Jury Duty, FMLA, and Military Leave
- Opportunities for professional development and team-building activities

Ready to make an impact?

Submit your cover letter and resume through www.tinyurl.com/ApplyForMI. Applications will be reviewed on a rolling basis.

Please note: All candidates must pass a background check. The CELL is an equal opportunity employer.