

NEWPORTONE

Job Title: Account Coordinator, Data Production

Location: Remote

Job Type: Full-Time

Experience Required: 1–2+ years

Job Summary

We are seeking a detail-oriented, curious, and data-driven Account Coordinator, Data Production to join our growing team. This entry-level role bridges our client services and data operations teams, supporting the production, organization, and management of data for direct mail and digital fundraising campaigns.

The ideal candidate is a problem solver who enjoys digging into data, cleaning and organizing files, and ensuring accuracy across multiple systems. This role offers significant training and growth opportunities, including hands-on experience with Alteryx, Sigma, and other business intelligence tools, and a clear path to evolve into an analytical role over time.

Key Responsibilities

Data Management & Production (60%)

- Process, clean, and standardize donor and campaign data from multiple client systems.
- Support segmentation and list management for direct mail and digital campaigns.
- Prepare, document, and transfer data files to and from production vendors, ensuring accuracy and timeliness.
- Maintain data integrity and troubleshoot discrepancies between client and internal databases.
- Use tools such as Excel, Alteryx, and Sigma to organize, transform, and visualize data.
- Maintain up-to-date campaign results dashboards and internal reporting templates.

Project Management & Coordination (30%)

- Manage and track campaign timelines, ensuring all deliverables related to data and reporting are met on schedule.

- Coordinate with internal teams — data, analytics, production, and creative — to ensure smooth handoffs and consistent quality.
- Support the development of project plans, task tracking, and communication across departments.
- Monitor status updates, escalate bottlenecks, and proactively identify process improvements.
- Ensure version control and documentation for data processes, reports, and campaign deliverables.
- Maintain organized project records and assist with vendor coordination as needed.

Learning & Growth (10%)

- Participate in structured training in data tools (Alteryx, Sigma, SQL) and direct response marketing principles.
- Gradually take ownership of analytical tasks — identifying trends, contributing insights, and supporting testing recommendations.
- Proactively seek opportunities to improve data workflows and streamline production processes.

Qualifications

- 1–3 years of experience in marketing, data operations, or a related field (internships or coursework considered).
- Proficiency in Excel (pivot tables, formulas, data cleaning).
- Strong attention to detail and organizational skills; ability to manage multiple projects simultaneously.
- Curiosity and persistence in solving data problems — you enjoy finding answers and learning new tools.
- Excellent written and verbal communication skills.
- Familiarity with direct response marketing or nonprofit fundraising is a plus.
- Experience with Alteryx, Sigma, SQL, or other data visualization/ETL tools a plus (training provided).

Personal Characteristics

- Inquisitive and resourceful — enjoys problem-solving and continuous learning.
- Positive, can-do attitude with the ability to adapt in a fast-paced environment.
- Comfortable working independently and collaboratively within a remote team.
- Passion for nonprofit causes and advancing meaningful missions.

Compensation & Benefits

- **Salary Range:** \$40,000–\$60,000
- **Benefits:** 100% employer-paid health benefits, unlimited PTO, 401(k) match.

- Opportunities for professional development and data tool certifications.
- A remote-first environment with occasional travel for team and client meetings.

Why Join Newport ONE?

Newport ONE is a 100% employee-owned, award-winning direct response fundraising and marketing agency dedicated to helping nonprofits thrive. We combine creative strategy with data-driven insight to deliver measurable impact. In this role, you'll gain hands-on experience at the intersection of data, marketing, and mission-driven work, supported by a team committed to your professional growth.

To Apply:

Send your resume and a brief cover letter to Jill Gregory, Recruitment Coordinator, at careers@newportone.com.