



JOB DESCRIPTION: DATABASE COORDINATOR

**MARCH 2018
BISHOP, CALIFORNIA**

POSITION & RESPONSIBILITIES SUMMARY

Join Eastern Sierra Land Trust's growing team in beautiful Bishop, CA, and you'll be going to work each day to protect the land, water, and wildlife that make this region so special. We're looking for a detail-oriented self-starter to fill the new part-time position of Database Coordinator. The Database Coordinator will be responsible for the management of critical donor data contained in our donor database and for setting and managing database policies, site maintenance, data integrity, staff training, and the development and management of new and ongoing database protocol(s). This position also manages gift processing, acknowledgement letters, data entry, and other administrative functions, and serves as the primary conduit to the bookkeeper for quarterly reconciliations. The Coordinator will work closely with the Philanthropy Manager and Executive Director, providing timely and efficient support to ensure donor relations needs are met.

Duties and Responsibilities to include but not limited to:

- Donor database: manage and keep data clean and updated by following set data entry protocols, expanding notes, removing duplicate records, tracking individual relationships, and running queries and exports. Develop and implement data entry standards, procedures, and best practice guidelines and ensure adherence to these standards throughout the department.
- Manage donation process: oversee bi-weekly gift entry into database, the transmittal of payments and payment information, and processing of accurate and updated acknowledgment letters; track invoice pledges and other special gifts; prepare deposits.
- Support the Philanthropy Manager: assist with donor stewardship programs, including prospect research, data analysis to determine effectiveness of focused efforts, and special correspondence with targeted audiences.
- Monthly status reports and recommendations: design and implement database queries and data exports to analyze giving trends and outcomes; work with the Philanthropy Manager to develop monthly status reports and recommendations.
- Oversee the quarterly and year-end gift reconciliation with bookkeeper.
- Mailing lists: prepare and manage all mailing lists from donor database for fundraising, educational, and outreach needs, including Constant Contact interface with donor database.
- Manage mailings: including mailing lists, print labels, organize volunteers and materials for stuffing parties.
- Attend trainings and seminars to keep skills current: analyze current practices and procedures and implement process improvement where necessary; utilize database features for efficiency.
- As a Development Team member, participate in monthly planning meetings with Communications program regarding donor campaigns; attend staff meetings.
- Provide key support for fundraising events.
- Other duties as assigned.

Qualifications/Required Skills:

- An analytical mindset with problem-solving skills

- Two years previous development or administrative capacity, preferably in a nonprofit organization
- Detail-oriented, highly organized
- Ability to handle multiple tasks under pressure without losing productivity or attention to detail
- Professional attitude; team player; able to collaborate to set and meet team goals and deadlines
- Ability to exercise considerable judgment and discretion in establishing and maintaining confidentiality and good working relationships
- Knowledge of database structures, preferably Donor Perfect
- Strong data analysis, organizational, communication, administrative, and computer skills required
- Ability to communicate warmly and clearly in person, over the phone, and through email
- Ability and desire to be in a work environment that values working as a team, relationships, and giving and receiving honest feedback
- Valid California Driver's license and reliable transportation
- Computer skills: Microsoft Word, Excel, PowerPoint, Outlook, Acrobat Pro, G-Suite
- Ability and willingness to work occasional evenings and weekends
- Bachelor's degree from an accredited four-year college or equivalent experience preferred

This position reports to the Executive Director.

Compensation and Benefits

This position is part time, non-exempt and hourly at 15-20 hours per week, and has the option of growing over time. Salary is commensurate with experience and skills (\$15 - \$20 per hour), with paid leave. Normal business hours are Monday – Friday, 9:00 to 5:00. Some weekend and evening work; some out of town and overnight travel. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Based in Bishop, CA.

Please direct cover letter and résumé to: Kay Ogden, Executive Director, kay@eslt.org

Apply via email by to Kay Ogden, Executive Director. Include cover letter, resume and at least three references, two of which should be managers or supervisors. No phone calls or drop-ins regarding this position please. Applications without a cover letter will not be considered. Our intent is to fill this position in a timely manner; open until our top candidate is found. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

Established in 2001 and Accreditation Renewal in 2016, Eastern Sierra Land Trust (ESLT) works with willing landowners to protect working farms and ranches, rare wildlife habitat, and a rural heritage that harkens back to the days of the great American frontier. We work in California's Eastern Sierra, a 14,000 square-mile region rich in wildlife and natural beauty and steeped in the history and legacy of the old West. Through strategic conservation easements that afford permanent protection for private land, ESLT enters into legal agreements with willing landowners to safeguard their land for scenic, agricultural, recreational, habitat, and watershed values. This healthy balance of sustainable uses ensures a strong local economy and protection for natural areas, wildlife habitat, and migration corridors.

Preserving the Eastern Sierra goes beyond protecting the land with legal tools. Our community outreach engages and inspires the public to take responsibility for protecting the Eastern Sierra's rural legacy. Youth are a special focus, as our next generation will soon be responsible for making decisions about land use and management. By instilling the value of conservation, we encourage an ethic of land protection that will last for decades to come. Educational activities for elementary school students include birding and natural history field trips, creative writing workshops, and pollinator and native plant gardens. For older students, ESLT organizes multi-day ecological restoration projects and tours on preserved lands, and organizes field trips to wildlife migration corridors and habitat restoration projects. Activities take place on land that has been protected by ESLT.