



## **JOB DESCRIPTION: DATABASE COORDINATOR**

**APRIL 2019 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 our part-time Database Coordinator position. The Database Coordinator (DC) will be responsible for the management of critical donor data contained in our donor database, and for setting and managing current and new database policies, data maintenance, data integrity, reports and staff training. This position also manages gift processing, acknowledgement letters, data entry, and other donor administrative functions, and serves as the primary conduit to the bookkeeper for monthly income reports. Our new Database 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 Perfect donor database: enter data, manage and keep data clean and updated by following set data entry protocols, expanding notes, combining 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 organization.
- 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, quarterly and annual reports and recommendations.
- Mail lists: prepare and manage all mailing lists from Donor Perfect for fundraising, educational, and outreach needs. Mail merge data from Excel lists into Word documents and emails.
- Oversee mailings and volunteers: Coordinate volunteer assistance, prepare materials, and ensure mailings are assembled per USPS requirements.
- 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.
- Manage donation process: oversee bi-weekly gift entries into database, the transmittal of payments and payment information, and processing of accurate and updated acknowledgment letters; track invoice pledges and other special gifts.
- Oversee the quarterly and year-end gift reconciliation with bookkeeper.
- Attend trainings and seminars to keep skills current: analyze current practices and procedures and implement process improvement where necessary; utilize Donor Perfect features for efficiency.
- As a Development Team member, participate in monthly planning meetings with Communications program regarding donor campaigns; attends staff meetings.
- Provide key support for fundraising and member events.
- Other duties as assigned.

### **Qualifications/Required Skills:**

- Commitment to the organizational mission required.
- An analytical mindset with problem-solving skills.



- Two years previous development, administrative, and/or service experience, 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 work well in a team, and independently.
- Ability to communicate warmly and clearly in person, over the phone, and through email; a good awareness of self.
- 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, G-Suite, Adobe Acrobat Pro.
- Ability and willingness to work occasional evenings and weekends.

**This position reports to the Executive Director.**

### **Compensation and Benefits**

This position is part time, non-exempt and hourly at 16-20 hours per week, and has the option of growing over time for the perfect candidate. Salary is commensurate with experience and skills (\$16 - \$20 per hour), with accrued paid leave. Some weekend and evening work; some out of town and overnight travel. Based in Bishop, CA.

**Please direct cover letter and résumé to: Kay Ogden, Executive Director, [kay@eslt.org](mailto:kay@eslt.org)**

Apply via email 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 include birding and natural history field trips, trips to wildlife migration corridors, habitat restoration projects, creative writing and art workshops, and pollinator and native plant gardens.*