



Clean water. Healthy habitat. Thriving communities.

**Connecticut River  
Conservancy**

## **Database Administrator (part-time) Job Description**

This 32 hour/week position is responsible for supporting the day-to-day functioning of Connecticut River Conservancy's development department. The person in this role is responsible for effective use of the donor database and supports all philanthropic giving functions. This position requires a high level of confidentiality and attention to detail. This position works in the Greenfield office and reports to the development director.

### **Duties and Responsibilities**

#### Database Administration

- Accurate data entry and record maintenance in the donor database, including preparing and importing external data and lists into the software.
- Collaborate with finance director to ensure that all donations have been entered correctly in both the donor database and accounting systems, including monthly reconciling.
- In coordination with development director consistently and accurately implement database coding system that ensures constituents receive appropriate communications and that fundraising outcomes are measurable.
- Prepare queries, exports and merges for appeals and mailings
- Maintain mailing lists
- Regular reporting on income and membership
- Provide assistance to CRC staff to assist them in effectively using the database

#### Membership & Development

- Process and acknowledge all gifts and memberships within 3 business days
- Oversee processes that ensure accurate, engaging and up-to-date donor acknowledgements
- Manage production process for appeals and donor communications; prepare data for mail house; coordinate with development staff and office manager to assist with mailings and administrative support
- Identify lapsed donors, sustaining donors with expiring pledges or payment methods
- Periodically review and update membership correspondence and acknowledgement process and templates for all gifts in coordination with membership builder and development director
- Create accurate contributor lists for newsletters and annual reports

#### Other Responsibilities

- Continue to refine and improve efficiency of administrative processes
- Document and update process manual for tasks related to position
- Other tasks as requested

### **Qualifications**

- Excellent organizational skills and attention to detail
- Experience with fundraising software, data entry, pulling queries and running reports
- Microsoft Office experience, including advanced knowledge of Excel, and ability to troubleshoot basic Word and web questions within a PC environment
- Quick and accurate data entry
- Ability to work effectively and to meet deadlines
- Dependability and flexibility
- Takes initiative to identify and solve problems
- Ability to work autonomously and as part of a team

**Please send cover letter and resume to Corey Kurtz, Development Director, at [ckurtz@ctriver.org](mailto:ckurtz@ctriver.org).**

**Applications close November 10, 2018.** CRC is an equal opportunity employer and committed to creating and sustaining a diverse and supportive workplace. People of color strongly encouraged to apply.