LAND TRUST OF NAPA COUNTY (LTNC)
DATABASE AND MEMBERSHIP COORDINATOR (DMC)
NAPA, CALIFORNIA

Land Trust of Napa County is seeking a full-time Database and Membership Coordinator.

ABOUT LTNC

Land Trust of Napa County (LTNC) is a nonprofit dedicated to preserving the character of Napa County by permanently protecting land. In its 41-year history, LTNC has completed over 200 projects and protected more than 65,000 acres of land throughout Napa County.

For more information about Land Trust of Napa County, please visit
http://www.napalandtrust.org

POSITION OVERVIEW

The Database and Membership Coordinator (DMC) is responsible for supporting the Development Department in meeting organizational and revenue goals by managing the database and membership program, as well as assisting with outreach, mailings, communications and general administration. The DMC works closely with Development Manager, the Major Gifts Officer, the Administrative staff, and volunteers to ensure the success of the Land Trust's development objectives, while providing support in all aspects of the donor engagement cycle.

This position is full time with benefits, non-exempt, and reports to the Development Manager.

Essential Duties and Responsibilities

Database management - Raiser's Edge (RE)

- o   Responsible for all aspects of database including innovation, troubleshooting, and problem solving in
    - Management of donor records. Data entry and accuracy.
    - Reporting
    - Monthly analysis
    - Continued integration of RE database with NXT
    - Integration of DonorSearch
    - Manage relationship/cultivation data
    - Coordinate reporting and reconciliation with Development and Administration staff

Membership

- o   Responsible for preparation, organization, and facilitation of LTNC Membership and Annual Appeal mailings including:
    - Monthly and annual renewal mailings
    - Acknowledgement letters
    - Dropped/Lapsed member solicitations
    - Develop new letters and appeals as needed
    - Analyze membership program response rates, track annual progress and database accuracy
    - Engage and manage volunteers for assistance as needed
    - Audit annual appeal income and performance and maintain record of annual progress
    - Audit membership revenues monthly and maintain record of annual progress

Development

- o   Support Development Department by:
    - Producing reports for CEO, MGO, and DM
    - Participate in creation of annual development strategy and goals
    - Assist with donor/member outreach and LTNC events by developing lists and implementing communications for Legacy Society, Major Donors, Volunteer Thank You, Earth Day
    - Work at donor/member outreach events as needed (some weekends)
    - General administration and research support

Minimum Qualifications

- o   Raiser's Edge database experience preferred – minimum 1 year
- o   3 years of relevant work experience within RE or similar database system (or equivalent combination of training, education, and professional experience)
- o   Excellent written and oral communication skills.
- o   High-level proficiency with Microsoft Word and Excel. Must be able to create spreadsheets, perform mail merge functions, and create properly formatted documents independently. Knowledge of web software, fundraising databases and presentation software a plus.
- o   High level of organization, resourcefulness and attention to detail. Ability to recommend and implement systems.
- o   Good research, analytical, planning, problem-solving, and follow-through skills.
- o   Ability to work well with a variety of people including staff, volunteers, trustees, community members, and high-profile individuals.
- o   Ability to take independent initiative, remain focused under pressure, juggle multiple priorities, and meet deadlines.
- o   Prior work in non-profit environments preferred. Fundraising or membership experience helpful.
- o   Ability to work nights and weekends on occasion for events, meetings, and deadlines.
- o   Flexibility and sense of humor a must.
- o   Knowledge of environmental issues helpful.

To apply, please send resume and cover letter to kimberly@napalandtrust.org. No phone calls or photographs, please.