

League to Save Lake Tahoe
Job Description

Membership Database Coordinator

Position:

The Membership Database Coordinator provides membership database support for League fundraising functions, including major gifts campaigns and grassroots campaigns in support of the mission, and fulfilling internal and external reporting requirements.

Database Duties:

1. Responsible for all aspects of The Raiser's Edge. Includes entering and updating new and current member information, making requested changes by donors, conducting queries needed for the staff, consultants and board members and reviewing all pledge cards and donations for accuracy.
2. Responsible for entering all gifts (checks, cash, credit cards, online) and ensuring gift batches balance.
3. Responsible for continuously improving and reporting from The Raiser's Edge.
4. Optimize use of The Raiser's Edge by staying current with updates and improvements to its functionality. Research, suggest and implement appropriate technology and services for associated functions.
5. Responsible for all information in The Raiser's Edge for all special events.
6. Responsible for providing donor gift substantiation letters.
7. Responsible for producing follow-up thank-you letters to members, new members and major donors.
8. Responsible for producing acknowledgements of honor & memorial gifts.
9. Responsible for providing board solicitors with acknowledgement post cards.
10. Evaluate, update, and implement policies and procedures for The Raiser's Edge.
11. Train and support other Raiser's Edge users.
12. Implement and continuously upgrade effective and efficient systems for ensuring quality and integrity of data in The Raiser's Edge.
13. Engage in regular communication with the Development Manager with regard to new gifts and acknowledgement processes.
14. Work with the Finance Director to reconcile Raiser's Edge information and accounting information on a weekly and monthly basis. Analyze all reports for accuracy and consistency.
15. Assists staff in identifying their reporting and querying needs, including the creation and revision of specified custom reports and the identification of data entry requirements that are necessary to create reports.
16. Produce reports, including regularly scheduled fundraising statistics for income figures, Raiser's Edge financial data, and ad hoc reports as requested.

Other Duties:

1. Attend all staff meetings.
2. Participate as part of the development team.
3. Assist with outreach events and other fundraising.
4. Maintain skill level through reading and trainings. Attend trainings as required.
5. Other duties as assigned.

Qualifications:

Qualification requirements include;

- Advanced working knowledge and understanding of database systems, preferably Raiser's Edge; proficient with data entry and creating and running complex queries
- Detail oriented with excellent problem-solving skills and analytical and database management skills
- Excellent organization skills with an ability to think strategically and creatively
- Ability to plan, prioritize and manage a variety of tasks with little supervision
- Excellent interpersonal and communication skills both written and oral
- Solid understanding of current information technology and how to implement solutions on an organizational level
- Commitment to maintain a high degree of accuracy in data and confidentiality
- Understanding of basic accounting principles and QuickBooks accounting software a plus
- An interest in environmental conservation and the League's mission to protect, restore, and advocate for the ecosystem health and scenic beauty of the Lake Tahoe Basin.
- Valid driver's license, current DMV printout and auto insurance and dependable vehicle.

At-Will Notice:

Employment is at the will of either the employee or the League to Save Lake Tahoe. This means either party, the employee or the League to Save Lake Tahoe, may terminate employment at any time, with or without notice, as long as the reason for termination does not violate a statute.

There is no promise that employment will continue for a set period of time. There is no promise that employment may be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it.

To apply:

Send cover letter and resume to jobs@keeptahoeblue.org.