



# The Land Trust For Santa Barbara County

## Membership and Database Coordinator

Founded in 1985, The Land Trust for Santa Barbara County is a 501(c) (3) tax exempt California non-profit corporation that conserves natural resources, agricultural land, and open spaces for the benefit of present and future generations.

The Land Trust seeks a Membership and Database Coordinator to join our dynamic and collaborative fundraising team. This is a full-time, non-exempt position reporting to the Development and Communications Director. The Membership and Database Coordinator is a key position in our development department charged with membership engagement and growing this segment of Land Trust supporters, contributing to overall fundraising and membership goals, maintaining membership records, and managing our donor database. For the right candidate, this is an opportunity to put a stamp on the Land Trust's membership program at an exciting time of organizational growth and change.

### **Responsibilities:**

- Serve as first contact for most Land Trust members. Take advantage of opportunities to engage membership and remind them of their important role.
- Build relationships with members, recognize trends in giving, and think creatively about engagement opportunities and moves management.
- Provide excellent donor, volunteer, and community relations and respond to constituent inquiries and requests in a prompt and courteous manner.
- Assist in development, coordination, and implementation of direct response fundraising appeals including direct mail, membership renewals, on-line fundraising initiatives, and personalized letter campaigns to major donors and prospects.
- Enter data for donations, grants, and other funds received; follow up with gift acknowledgments in an accurate, timely, and engaging manner.
- Provide overall coordination of the donor database, implementing best practices for data management and making recommendations for efficiency and improvement.
- Create and edit general and customized database reports to assist in analyzing revenue performance and other metrics.
- Maintain current knowledge of database through DonorPerfect training services and assist and support other staff who regularly use it.
- Work in collaboration with finance staff to ensure proper account coding of contributed income, conduct monthly reconciliation, and support as needed in completion of annual audit.
- Communicate and interact effectively with Board members, Development Committee, advisors, interns, donors and volunteers via email, phone and in-person regarding donations, receipts, events, etc.

- Provide excellent donor, volunteer, and community relations and respond to constituent inquiries and requests in a prompt and courteous manner.
- Provide general administrative support as needed.

**Qualifications:**

- Two years of experience in database management or administration desired.
- Proficient with DonorPerfect or other database, or an ability to quickly learn new software programs.
- Proficient with standard PC computer software, including MS Word, Excel, Adobe products, Internet applications and e-mail.
- Excellent organizational skills, accuracy, and attention to detail.
- Self-starter with a strong collaborative work ethic and ability to work independently.
- Commitment to the Land Trust's mission.
- Spanish language fluency a plus.

**Essential Requirements:**

- Possess valid, insurable driver's license.
- Ability to sit at a desk, type, bend, twist.
- Ability to lift or move up to 25 pounds.

**Compensation and Benefits**

Compensation is commensurate within the non-profit field and is based upon experience. Benefits include generous vacation, paid health and dental premiums, and a supportive team culture. Successful candidates have the option to join an employer-sponsored retirement plan. This position is a full-time, non-exempt position. Our office is based in downtown Santa Barbara, CA. Currently we are working under a COVID-19 protocol and following regional and OSHA guidelines.

**How to Apply**

Please submit a resume and a compelling cover letter, to Carrie Mullen at [info@sblandtrust.org](mailto:info@sblandtrust.org) with the subject: Membership and Database Coordinator

The Land Trust for Santa Barbara County is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.