HERITAGE CONSERVANCY
Development and Database Administrator

Mission of the Organization:

Heritage Conservancy focuses on land conservation, historic preservation, community outreach, and environmental education. We protect over 16,000 acres of natural land and open space and list more than 700 sites on our Register of Historic Places. Our community and youth programs connect more than 3,000 people a year with local nature and environmental science. We are committed to fostering an inclusive and diverse workplace and proudly operate as an Equal Employment Opportunity organization.

Position Summary:

The Development and Database Administrator will report to the Director of Development, managing all donor data and health processes including but not limited to: processing gifts, maintaining accurate records, building and running reports for the Development team, and managing special event data support efforts. This role is critical to supporting a healthy and active donor relationship cycle, ensuring that data integrity supports successful engagement efforts. The ideal candidate will be detail-oriented, self-motivated, and skilled in producing data-driven reports for development needs. Three years of experience in nonprofit development and database management is required.

Key Responsibilities:

- **Data Management & Reporting:**

    o   Maintain the accuracy and integrity of the donor database, including but not limited to biographical and financial information, donor bios for special events, donor photos, special links and field creation, and updating for optimal team support.

    o   Create and maintain reports for the Development team, committees, and Board of Directors for donor information sharing, prospect identification, mailing lists, giving status reports, etc.

    o   Maintain, grow, and execute data management guidelines and processes for optimum data health.

- **Gift Processing & Donor Relations:**

    o   Work in conjunction with Project Managers on all annual donation processes.

    o   Manage full data entry processes, including but not limited to improving current processes and creating new ones.

    o   Manage the full acknowledgment process for all donations, adhering to current tax receipt protocols.

    o   Manage the full reporting process, including but not limited to creating new reports per team members' needs and providing regular reports for team meetings.

    o   Respond to donor inquiries and communicate complex issues to the appropriate Development team member in a time-sensitive fashion when necessary.

- **Administrative Support:**

  o Provide primary administrative support to the Development Team, and cross-departmentally as needed, assisting with meeting coordination and general office tasks.

  o Schedule, attend, and take minutes for board and committee meetings.

  o Assist in Board of Directors and associated Committee meeting preparation, including preparation of materials and coordinating any logistics.

  o Manage office supply orders and other administrative tasks as needed.

Qualifications:

- Full proficiency in Microsoft Office and Google Suite.

- Direct experience working in and managing a donor database (DonorPerfect preferred).

- Strong organizational and project management skills, with the ability to manage multiple tasks simultaneously and maintain high attention to detail.

- Proven ability to work both independently and as part of a team in a fast-paced, deadline-driven environment.

- Excellent interpersonal, communication, and writing skills.

- Ability to manage confidential information with discretion and professionalism.

- Enthusiastic about supporting the mission and vision of Heritage Conservancy.

Education & Experience Requirements:

- Bachelor's degree required.

- 5+ years of experience in nonprofit administration, particularly in donor management and data systems.

Compensation:
Salary commensurate with experience.

How to Apply:
Interested candidates should submit a cover letter and resume to **joinourteam@heritageconservancy.org**. Please refrain from contacting staff via phone or email regarding the application process.