



Database Coordinator

Schedule: Part Time – 20 hours per week  
Days and hours are flexible.

### **About the Indian River Land Trust**

The Indian River Land Trust (IRLT) is a private 501(c)(3) nonprofit organization, located in Vero Beach Florida, which promotes the preservation, conservation and improvement of natural resources and special places in Indian River County, Florida for the benefit of the general public and future generations. IRLT “Protects the Land that Protects the Lagoon.” To date we have protected 1,200 acres, including 12 miles of Lagoon Shoreline.

**Main Function:** Reporting to the Director of Marketing and Philanthropy, the Land Trust is seeking a full-time Database Coordinator whose primary responsibility is to maintain the development donor database, Raiser’s Edge. As the keeper of the data, they will be responsible for the accuracy of the database, as it relates to gifts, and donor addresses

### **Duties and Responsibilities:**

*Manage gift entry processes with careful review and timely execution.*

- Maintain data integrity and perform routine quality control checks of data entry.
- Maintain process documentation. Update procedures to ensure efficiency and system accuracy.
- Perform monthly membership renewals, using query to identify individuals, and export to send reminder letters. Monitor responses and update accordingly. (Must be able to set up letters in Raiser’s Edge Export Module.)
- Perform monthly mailing of pledge reminders, using the Raiser’s Edge Mail Module. Ability to create new merge letters in this module, both simple and conditional merge letters.
- Compile and maintain event, direct mail, and email distribution lists. Must be well versed in merging queries, tracking attendance, producing registration lists and name tags.
- Reconciling transactions as needed with financial records.
- Publish gift reports as required.

### **Required Knowledge, Skills, Qualifications and Abilities**

- 3+ years of experience and proficiency using Blackbaud’s Raiser Edge Software
- Excellent customer service, critical thinking, and problem-solving skills
- Ability to exercise good judgement with a proactive approach

- Experience and ability to work well under pressure as a team player
- Ability to prioritize and manage multiple projects and tight deadlines
- Discretion with donor information
- Ability to work occasional weekend/evening events
- A valid Driver's License

**To Apply: please submit your cover letter and resume to: [ataylor@irlt.org](mailto:ataylor@irlt.org)**

*Indian River Land Trust is an Equal Opportunity Employer*