



JOB POSTING

DATE: July 31, 2019

JOB TITLE: Database Specialist

TIME COMMITMENT: 20 hours per week, with increased hours in November, December and January. Seasonal position through January 2020.

COMPENSATION: Hourly, non-exempt, based on experience.

LOCATION: Friday Harbor, WA

The San Juan Preservation Trust (www.sjpt.org) is a private non-profit organization that preserves and protects open space, scenic views, forests, agricultural lands, habitats, watersheds, riparian corridors, wetlands and shorelines in the San Juan Archipelago. SJPT is an equal opportunity employer.

Our **mission** is to:

- **CONSERVE** the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations;
- **CARE** for the lands and waters under our protection, with our partners;
- **CONNECT** people to nature, to each other, and to the Preservation Trust.

SUMMARY OF POSITION: The Database Management Specialist provides database and gift acknowledgment support for the fundraising department. This position reports directly to the Director of Philanthropy, works closely with the organization's Executive Director and Director of Administration. ***Responsibilities include membership database management and processing all gifts and gift acknowledgements.***

DUTIES AND RESPONSIBILITIES:

- Manage SJPT's membership database (NeonCRM). Ensure complete accuracy of all data processed.

- Process all gifts and pledges, and provides timely and personal gift acknowledgments to donors.
- Support Director of Philanthropy with fundraising campaigns. Responsible for gift tracking and campaign reporting/analysis.

QUALIFICATIONS (Knowledge, Skills, and Abilities):

- Requires High School diploma or equivalent and a minimum of 3-5 years relevant functional experience.
- Experience in data entry.
- Strong clerical skills.
- Ability to work independently with confidential information.
- High-level attention to detail.
- Microsoft Office and database software knowledge and technical aptitude required.
- Able to embrace change with enthusiasm and work as part of a collaborative team.
- Excellent organizational, prioritization and time management skills.

Additional Qualifications: Candidate must be able to thrive within a small nonprofit office environment, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands.

How to Apply:

Please send resume and cover letter to:

Barbara Courtney
Director of Philanthropy
San Juan Preservation Trust

Via email: barbara@sjpt.org

Via USPS: PO Box 759
Friday Harbor, WA 98250