

LAKES REGION CONSERVATION TRUST

Membership and Database Coordinator

The Lakes Region Conservation Trust (LRCT), established in 1979, is an independent, nonprofit, member-supported land trust dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of the Lakes Region of New Hampshire and its quality of life.

LRCT is seeking a Membership and Database Coordinator with enthusiasm for and commitment to LRCT's land conservation mission. This position is envisioned as a full-time position with a competitive benefits package, including contribution to health insurance coverage, paid vacation, federal holidays, and retirement matching, and with a salary range of \$34,000 to \$42,000 depending upon the individual's skills and experience. LRCT is willing, however, to consider making the position less than full-time for the candidate that satisfies the position requirements.

Position Summary:

The Membership and Database Coordinator has the primary responsibility for maintaining accurate and current data in LRCT's DonorPerfect Online database and is responsible for recording and managing donor and volunteer data in DonorPerfect Online, processing gifts and preparing acknowledgement letters and other documentation. Other key duties include coordination of fundraising appeal mailings, managing LRCT's Constant Contact email marketing platform, and preparing donor and volunteer data and analyses.

Principal Responsibilities and Duties:

- Process gifts received by LRCT and prepare gift acknowledgement letters and other gift and grant documentation as needed by LRCT's bookkeeper, to meet IRS requirements, and ensure donor satisfaction.
- Record data on LRCT donors, prospects, volunteers, and other constituents in LRCT's DonorPerfect Online database for use in LRCT's fundraising and outreach activities.
- Coordinate annual appeal mailings, lapsed donor appeals, and targeted campaign appeals.
- Generate lists, reports, and analyses of donor information needed by LRCT staff, Committee, and Board members.
- Coordinate preparation and distribution of periodic LRCT e-mail communications using Constant Contact email marketing platform.

Qualifications and Skills:

- Considerable experience with DonorPerfect Online, or experience with similar Customer Relationship Management system such as Salesforce, and demonstrated ability and/or willingness to acquire proficiency with DonorPerfect.
- Familiarity with general computer technology and database systems, including Microsoft Word, Excel, and Adobe.
- Experience with nonprofit development or marketing or other relevant work.

- Strong analytical skills, both qualitative and quantitative in maintaining the integrity of the DonorPerfect Database.
- College degree in a field relevant to this position and/or to LRCT's mission (e.g., communications, marketing, community organizing, environmental science or management); this qualification is preferred but not required.
- Attention to detail and appreciation for accuracy and professionalism that are essential to this position.
- Integrity, positive attitude, strong work ethic, and strong commitment to continuous improvement.
- Excellent organizational abilities.
- Excellent verbal and written communication skills.
- Enthusiasm for and commitment to LRCT's land conservation mission.

To Apply:

Please submit a resume and cover letter (which will serve as a writing sample) or any questions to Anna Boudreau, LRCT Deputy Director, at aboudreau@LRCT.org. This position will remain open until filled.

Lakes Region Conservation Trust
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