



OJAI VALLEY LAND CONSERVANCY

Job Description: Development Database Coordinator

The Development Database Coordinator is a part-time exempt position, supervised by the Ojai Valley Land Conservancy (OVLC) Development Manager, and is based at OVLC's Ojai, California office. The Ojai Valley Land Conservancy protects and restores the natural landscapes of the Ojai Valley forever.

POSITION SUMMARY

The Development Database Coordinator will be responsible for managing the OVLC's Salesforce database to support fundraising, donor engagement, and program management. This individual will also be responsible for gift entry, overseeing the sending of solicitations, pulling mailing lists, and tracking fundraising performance. The ideal candidate will have experience in Salesforce administration, data management and reporting, and a passion for conservation and environmental stewardship.

COMPENSATION

Hourly rate: \$28-32 per hour
Benefits: Prorated paid time off - holidays & sick time, health benefit cash stipend, 401(k) retirement plan with up-to 3% contribution matching, joining an outstanding team of committed colleagues working on a mission you believe in.

ESSENTIAL FUNCTIONS

- Administer the Salesforce database, including creating and managing custom objects, fields, workflows, and reports
- Maintain data quality and integrity, including data entry, data cleaning, and de-duplication
- Enter and acknowledge gifts in a timely manner, and ensure accurate recording of gift information in the database
- Oversee the sending of solicitations and thank-you letters, including producing mailing and email lists and ensuring mailing accuracy
- Track fundraising performance and generate reports on fundraising results
- Track and report on program grants
- Support program management by tracking and entering program data, generating program reports, and creating dashboards to monitor program performance
- Cultivation of office volunteers through participation and organization of mailing parties and note-card writing events
- Provide training and support to OVLC staff on Salesforce best practices and procedures
- Work with OVLC staff to develop and implement data management policies and procedures
- Stay current with Salesforce updates and new features and provide recommendations for database improvements

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QUALIFICATIONS

- Minimum of 2 years of experience in database administration (Salesforce preferred), data management, and reporting
- Salesforce Administrator or equivalent experience
- Experience with gift processing and donor relations, including gift entry and acknowledgement, and mailing list management
- Strong analytical and problem-solving skills, with the ability to translate business requirements into technical solutions
- Excellent communication and interpersonal skills, with the ability to work collaboratively with staff and volunteers
- Excellent verbal and written communication skills
- Knowledge of Microsoft Office, Google suite, Salesforce, Mailchimp, and event platform programs
- Desire and ability to positively engage and interact with OVLC's donor community
- Passion for conservation and environmental stewardship

WORKING CONDITIONS & PHYSICAL EFFORT

Work requires minor or occasional physical exertion and/or physical strain, and the work environment involves only infrequent exposure to disagreeable elements. Must have the ability to sit at a computer and occasionally stand at events for long hours. There is the occasional expectation to assist in events, requiring one to work evenings and/or weekends.

Interested candidates should send a resume and cover letter to opportunities@ovlc.org. All applicants who are offered employment with OVLC may be subject to a background check.

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