



## Western Reserve Land Conservancy

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### **JOB POSTING RAISER'S EDGE DATABASE MANAGER**

Western Reserve Land Conservancy has an immediate opening for a Raiser's Edge Database Manager to support the fundraising, communications and finance operations of the organization. The position reports to our Chief Development Officer (CDO) and is located at our Conservation Center in Moreland Hills, Ohio.

#### **BACKGROUND**

Western Reserve Land Conservancy provides the people of our region with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, the Land Conservancy is the largest land conservancy in Ohio, employing about 45 people in offices throughout northern and eastern portions of the state. Our land protection team has now conserved more than 62,000 acres of natural areas and working farms in 23 Ohio counties. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants and philanthropic gifts from individuals, foundations and corporations.

#### **POSITION SUMMARY**

Western Reserve Land Conservancy seeks an organized and detail-oriented individual to manage its Raiser's Edge database (including RE NXT) for the Development department. This position is responsible for database supervision; data retrieval; report customization and analysis; policies and procedures; security; data entry and data quality control. The Land Conservancy is in the quiet phase of a comprehensive campaign and needs a self-starter to join its Development and Communications team of 10 members to help advance the campaign through the public phase.

The Raiser's Edge Database Manager ("Manager") plays a key role in working with staff responsible for annual fund, campaign and other major gifts; events; planned giving; marketing and publications as well as land conservation and stewardship. In addition, the Manager is responsible for the processing of contributions and pledge payments, and is the point of contact for the Land Conservancy's reconciliation of all contributions. The Manager provides training to staff regarding the use of Raiser's Edge and RE NXT. The Manager will also provide tactical solutions for implementation of tasks related to the database and for brainstorming integration solutions with other teammates regarding other databases used at the Land Conservancy. Furthermore, it is important for the Manager to staff some fundraising activities including education, outreach and special events with colleagues.

#### **RESPONSIBILITIES**

- Maintain the overall quality and integrity of the Raiser's Edge database, including working with Blackbaud support staff to troubleshoot problems and stay current with updates to the system.
- Assist the CDO with weekly report summaries; monthly and quarterly revenue reports; and preparation of reports for the Campaign Cabinet Committee and Board of Trustees.

- Capture all information on prospects, donors and easement owners in the Raiser's Edge database.
- Update and maintain gift information on donors and prospects on a timely basis.
- Develop strategies with the CDO and other staff for identifying new prospects for campaign major giving, campaigns, planned giving and annual giving.
- Remain aware of the Land Conservancy's volunteer leaders and top donors and keep informed of the organization's fundraising efforts for conservation programs, initiatives and projects.
- Run queries and prepare both standard and custom reports as requested by CDO and other staff.
- Determine and record attributes of prospects to enable analysis efforts.
- Generate various mailing lists for the annual fund, publication mailings, special events and other initiatives.
- Help to establish best practices.
- Other duties as assigned by the CDO and Management Team members of the organization.

#### **EDUCATION, EXPERIENCE AND CAPABILITIES**

- Two or more years of experience in database management, with background in Raiser's Edge strongly preferred
- High attention to detail and consistency
- Proficiency in Microsoft Word, Excel and PowerPoint
- Organized with strong detail orientation and ability to consistently meet deadlines
- Knowledge of Crystal Reports and Pivot Tables, or willingness to learn
- Self-starter with the ability to take initiative, organize and prioritize tasks, work independently and be accountable
- Ability to learn new skills, techniques, and ways to accomplish projects and goals
- Passion for the Land Conservancy's mission and knowledge of its strategies and activities
- Excellent verbal and written communication skills
- Bachelor's degree from an accredited college preferred
- Ability to work evenings and weekends as required

#### **APPLICATION PROCESS**

Interested individuals should e-mail a cover letter and resume to Bob Kissling, Director of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org).

*Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran's status, or other legally protected classification in the State of Ohio.*