



Job Title: Fundraising Database Coordinator
Reports To: Director of Advancement
Works With: Advancement Team
Status: Full-Time, Non-Exempt
Compensation: \$28.00 - \$32.00 per hour
Location: Hybrid – Three days at Crystal Cove Conservancy, Two Days Remote

Overview:

Crystal Cove Conservancy is seeking a Fundraising Database Coordinator to oversee and maintain our Raiser’s Edge NXT donor database, ensuring data accuracy, efficiency, and strategic utilization to support fundraising efforts. Reporting to the Director of Advancement, this role is essential in managing donor records, gift processing, acknowledgments, reporting, and overall database integrity.

The Fundraising Database Coordinator will be responsible for entering and updating donor and gift information, generating timely and personalized acknowledgment letters, creating reports and mailing lists, and ensuring data is effectively leveraged for fundraising initiatives.

In 2023, The Conservancy transitioned to Raiser’s Edge NXT as its new donor database. The Fundraising Database Coordinator will oversee the final integration, ensuring data accuracy, optimizing workflows, and maximizing its use to improve donor engagement and fundraising.

The ideal candidate is a detail-oriented problem solver with strong database management skills, experience in fundraising data and reporting, and a passion for supporting Crystal Cove Conservancy’s mission to preserve the park and provide educational opportunities for underserved students.

Key Responsibilities:

Database Management & System Administration

- Oversee Raiser’s Edge NXT.
- Stay informed of updates, implement best practices for security and efficiency.
- Configure Raiser’s Edge NXT systems to streamline fundraising processes within the database.
- Ensure donor records are accurate, complete, and up to date, including contact information, giving history, and communication preferences.
- Create and manage queries, reports, and dashboards to support fundraising and donor engagement strategies.



- Generate mailing lists and segmentation reports for donor communications, appeals, and events.
- Create, update, and manage donor and event records, ensuring seamless tracking and data integrity.
- Provide database training to staff, develop training materials as needed, and assist with troubleshooting issues.
- Develop and maintain database operating procedures to establish best practices.

Gift Processing & Financial Coordination

- Process and record all gifts, pledges, and in-kind donations in a timely and accurate manner.
- Generate and send donor acknowledgments, tax receipts, and thank-you letters within established deadlines.
- Coordinate with the Finance Department to ensure reconciliation of donations and financial reporting.
- Provide regular gift reporting and analysis to support donor cultivation and stewardship.

Reporting & Donor Recognition

- Participate in ongoing Raiser's Edge training and professional development opportunities.
- Work with the development team to resolve data inconsistencies and ensure accurate reporting.
- Assist in coordinating donor recognition programs, events, and communications to support stewardship efforts.

Qualifications & Experience

- **Minimum of two years' experience working with a fundraising database (Raiser's Edge NXT strongly preferred)**
- Strong proficiency in data management, reporting, and Microsoft Office (Excel, Word, Outlook, Teams).
- Experience with Blackbaud Merchant Services and Greater Giving is a plus.
- Familiarity with fundraising best practices
- Ability to troubleshoot database issues and implement solutions.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Ability to work both independently and collaboratively in a fast-paced, mission-driven environment.
- Excellent communication skills with a passion for Crystal Cove Conservancy's mission of conservation and education.



Physical Requirements:

Due to the location of Crystal Cove Conservancy's offices and the nature of The Conservancy's programs, this is a position that requires certain physical abilities. These requirements include, but are not limited to:

- The role may require occasional walking distances up to 100 meters, lifting up to 25 pounds, and standing for prolonged periods.
- Must be able to operate a computer and other office productivity equipment, such as a printer or calculator.

Crystal Cove Conservancy provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, age, disability, gender identity, gender expression, or genetics. Members of groups that have faced historic barriers to environmental access are highly encouraged to apply.

About Crystal Cove Conservancy:

Crystal Cove Conservancy (The Conservancy) is the nonprofit public benefit organization dedicated to the protection, preservation, and sustainability of Crystal Cove State Park, located on the traditional and unceded lands of the Acjachemen and Tongva Tribal Nations.

Rooted in saving this rare piece of California's natural resources and cultural history, Crystal Cove Conservancy and California State Parks have worked together to develop a unique social enterprise model. This model allows Crystal Cove Conservancy to spearhead efforts to develop innovative educational programs that engage K-12 students and community members in place-based conservation, preserve historic beach cottages, conserve miles of precious California coastline, steward acres of threatened habitat, and promote access for historically-excluded groups. Please visit our website at www.CrystalCove.org.

**To apply, please submit your resume and
a cover letter to jobs@crystalcove.org.**