

League to Save Lake Tahoe
Job Description
Membership Database Manager

Primary Responsibilities:

The Membership Manager manages the League's annual giving and donor acquisition campaigns. The Membership Manager also provides membership database support for other League functions, including major gifts and planned giving campaigns, grassroots campaigns in support of the mission, and fulfilling internal and external reporting requirements.

The Membership Manager is responsible for continuously improving and reporting from the League's databases of members, donors, and other stakeholders. The Manager will also research, suggest and implement appropriate technology and services for associated functions.

Database/ Duties:

1. Responsible for all aspects of the donor database. Includes inputting of new and current member donor information, making requested changes by donors, conducting queries needed for the staff, consultants and board members and reviewing all pledge cards and donations for accuracy.
2. Responsible for all information in the database for all special events, including extensive assistance to outside contractor in connection with major August Benefit event and management of membership elections in connection with Annual Meeting.
3. Responsible for all current mailings and donor acquisitions as well as research and create new donor acquisition pools. Responsible for all aspects of gifts including thank yous. Notify appropriate staff and board members according to League policy.
4. Evaluate, update, and implement policies and procedures concerning databases and other development matters.
5. Responsible for all aspects of gifts including implementation of policies internal communications and acknowledgements.
6. Work with staff, consultants and Board members to actively identify prospects for further follow-up for increased giving and personal visits.
7. Implement and continuously upgrade effective and efficient systems for ensuring quality and integrity of data in database.
8. Work with Finance Director to reconcile database information and accounting information on a weekly and monthly basis. Analyze all reports for accuracy and consistency
9. Evaluate organizations technology and recommend improvements for efficiency.
10. Optimize use of the database, through staying current with updates and improvements to Raiser's Edge functionality.

Organizational Duties:

1. Work with League's management team to help set broad development priorities for the organization.
2. Work with League's Board of Directors and attend various meeting to help achieve above stated objectives or when deemed necessary by E.D.
3. Supervise League staff and/or temp workers to accomplish goals of Development Department

Other Duties:

1. Attend staff and management team meetings.
2. Attend and provide support for board and committee meetings.
3. Assist with outreach events and other fundraising.
4. Maintain skill level through reading and trainings. Attend trainings as required.
4. Other duties as assigned.

Qualifications:

Qualification requirements include;

- Advanced working knowledge of Blackbaud's Raiser's Edge Database
- Detail oriented with excellent problem-solving skills and analytical and database management skills
- Excellent organization skills with an ability to think strategically and creatively
- Ability to plan, prioritize and manage a variety of tasks with little supervision.
- Excellent interpersonal and communication skills both written and oral
- Solid understanding of current information technology and how to implement solutions on an organizational level
- Commitment to maintain a high degree of accuracy in data and confidentiality
- Understanding of basic accounting principles and QuickBooks accounting software a plus
- Valid driver's license, current DMV printout and auto insurance and dependable vehicle.

This position will be based at the League to Save Lake Tahoe's administrative offices, located at 1730 Solano Avenue in Berkeley, California.

At-Will Notice:

Employment is at the will of either the employee or the League to Save Lake Tahoe. This means either party, the employee or the League to Save Lake Tahoe, may terminate employment at any time, with or without notice, as long as the reason for termination does not violate a statute. There is no promise that employment will continue for a set period of time. There is no promise that employment may be terminated only under particular circumstances. No one has the authority to make representations inconsistent with this policy. This policy supersedes all written and oral representations that are in any way inconsistent with it.