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## Database & Annual Giving Coordinator

Posted: July 1, 2024

Come work at Gathering Waters! We're leaders in land conservation in Wisconsin and work to support over 40 nonprofit land trust organizations all across the state. We are a small yet mighty team doing our part to protect land and water in Wisconsin.

### Summary:

Are you a data, logistics, and tech person? Do you perform well when you're "in the weeds" with numbers and putting a plan into action? This role will be lovingly referred to as the "mechanic"—**ensuring all data is of the highest quality** and that the database is working for us, **assisting with mailings** and other donor-communications, and analyzing and making recommendations on best practices and **new technologies** for our development (fundraising) team. This position will report to the Director of Philanthropy, and will work closely with our Annual Giving & Outreach Manager and other staff members.

Our goal is to find someone who excels at working with data and logistics, is eager to learn and stay up-to-date on best practices and opportunities for improvements, and also will understand their role as an ambassador to our various stakeholder groups including donors and land trust staff and board members.

Entry-level candidates are encouraged to apply. We will offer training as needed.

### Responsibilities:

- **Customer Relationship Management (CRM) System & Other Technology Management (30%)**
  - Ensure a high degree of data integrity within the CRM system, including performing data clean-up projects and managing updates and integrations
  - Create mailing, event, and other lists for annual giving, reporting, and as needed

- Primary point person for data management of Little Green Light, Constant Contact and other in-house databases
- Research and make recommendations for integrations with other platforms, general best practices for CRM usage, and other relevant technologies (e.g., Generative AI)
- **Annual Giving (30%)**
  - Work with the Annual Giving & Outreach Manager to carry out logistical tasks for all current and prospective donor mailings and other communications including email
  - Serve as primary contact with mail house vendors to get mailings out on time
  - Coordinate semi-regular volunteers for assistance with in-house mailings
  - Execute other in-house mailings and communications as needed
  - Analyze and track fundraising data and produce reports on a quarterly basis and as needed
- **Donation Processing (20%)**
  - Enter donations into the CRM system
  - Maintain accurate and updated donor acknowledgement letter templates
  - Oversee a weekly volunteer who prints and mails acknowledgment letters
  - Produce monthly donation reconciliation reports
  - Assist with donation processing by communicating professionally and respectfully via phone, in-person, or online with donors
- **Other (20%)**
  - All GW staff members participate in some level of overarching strategy for the organization and are expected to participate and help with our other annual events (e.g. Wisconsin Land Trust Conference). To that end, each of our team members' job is to serve the land trust community in any way we can. As a team, we meet weekly on Zoom and monthly in-person.
  - Participate in virtual monthly development & communications land trust peer group
  - Stay up to date on current best practices for donation processing, annual giving, and development in general and make recommendations for upgrading our systems and being more efficient

**Minimum Experience Preferred:**

- 1-3 years of database experience
- 1-3 years of customer service experience
- High school diploma or GED and/or a higher level of education

**Salary & Benefits:**

Gathering Waters is an Equal Opportunity Employer. The starting salary for this full-time position is \$50,000, along with a comprehensive benefits package including health and dental insurance, 401k match (3% after six months of employment), generous paid time off, and disability insurance.

**Additional Information:**

This role has in-person requirements in our Madison, Wisconsin office on a weekly basis. Hybrid work options are possible.

Questions can be emailed to [info@gatheringwaters.org](mailto:info@gatheringwaters.org) or call 608-251-9131.

Applications will be reviewed on a weekly basis through July 26 or until filled. Tentative start date September 1. To apply submit resume and cover letter via email or mail to:

[info@gatheringwaters.org](mailto:info@gatheringwaters.org)

Gathering Waters

Attn: Rhianon Morgan

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Madison, WI 53703

Three professional references will be requested from finalists.