



## **About Trinity Park Conservancy**

Trinity Park Conservancy is a nonprofit dedicated to the stewardship of Dallas' largest public green space, the 10,000 acres of the Trinity River. Believing that the River is the natural gathering place for all Dallas residents, the Conservancy is committed to bringing people together to share their ideas, learn more about the possibilities and habitat of the area, and to assist in making it a more accessible space. In 2018, the Conservancy was selected to design, construct and maintain Harold Simmons Park in a private/public partnership with the City of Dallas and the Trinity River Corridor Local Government Corporation. Trinity Park Conservancy is dedicated to continuing conversations in the community throughout the Park development process. To keep up-to-date with the latest news from Trinity Park Conservancy become a Friend of the Conservancy at [www.trinityparkconservancy.org](http://www.trinityparkconservancy.org).

## **Database Associate**

The Database Associate (DA) will manage the Conservancy's contact relationship management system, maintain the database and its interface with the rest of the organization. The DA performs all gift processing and acknowledgements, ensures the accuracy and integrity of all constituent records, and supports all of the Conservancy's departments with data analytics and reporting, and segmented communications. This position reports to the Director of Development.

## **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to satisfactorily perform each of the essential duties and responsibilities listed below, though other duties may be assigned:

- Serve as primary liaison for Blackbaud Raiser's Edge NXT and Luminate Online (or similar constituent engagement platform), integrating their capabilities into Development, Community Engagement, and Communications strategies and web site interface.
- Serve as primary liaison for Eventbrite (or similar ticketing platform), to register and track event attendance.
- Document all policies and procedures pertaining to gift processing, constituent coding, and all database practices and interfaces, and support Conservancy staff to understand and consistently follow protocols.
- Perform all gift processing and production of donor acknowledgment correspondence.
- Establish format and process for collecting and keeping donor and contact data updated and ready for segmentation for communication and other needs.
- Ensure accuracy and integrity of all donor information and giving data, monitor monthly reconciliation with finance records.
- Write queries and run reports as requested for Conservancy needs; develop monthly reporting package.



- Support annual audit and budget processes.
- Support development efforts and other Conservancy activities and events as needed.
- Carry out various prospect research in support of development activities.
- Support grant preparation and potential donor solicitations materials.

### **Preferred Background and Skills**

- Bachelor's degree, preferred.
- 3-5 years of experience managing database(s) at a non-profit.
- Blackbaud Raiser's Edge experience, required; Blackbaud NXT experience, preferred.
- Luminate knowledge, a plus.
- Grant writing experience, a plus.
- Excellent analytical skill and experience with creating reports for leadership.
- Experience in leading segmentation of membership and knowledge of best practices.
- Strong attention to detail.
- Strong communication skills, both oral and written.
- Demonstrated knowledge of donor cultivation cycle.
- Desire to be a team player.
- A passion for the mission of the Trinity Park Conservancy and the opportunity to be a part of a transformative project for the community.
- Ability to work some nights and weekends.

### **Compensation and Benefits**

Salary and benefits will be competitive and commensurate with experience.

Trinity Park Conservancy is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

### **To apply**

Please submit a letter of interest and resume to [trena@trinityparkconservancy.org](mailto:trena@trinityparkconservancy.org), and reference "Database Associate" in the subject line. No phone calls, please.