



Title: Database and Donor Stewardship Administrator  
Reports to: Director of Philanthropy  
Supporting: President, Director of Philanthropy, Development Officer

### **Overview**

The Database and Donor Stewardship Administrator is an essential position that ensures our constituent database is accurate, current, and used to its highest capabilities and also ensures donors are stewarded timely. The Administrator is responsible for overseeing and maintaining Big Waters Land Trust (BWLT) database, creating and maintaining analytical reports as well as analyzing the data. The Administrator ensures donor management, recognition, and stewardship activities are performed timely and accurately.

The Database and Donor Stewardship Administrator maintains the highest standard of professional ethics set forth by the Association of Fundraising Professionals (AFP) and current knowledge of fundraising and philanthropy issues, trends, best practices, and resources.

### **Responsibilities**

#### **Database:**

- Proactively recommends best practices for donor and prospect management that aligns with BWLT's donor base, culture, vision, and mission.
- Formulates and administers procedures to ensure the integrity of the database.
- Serves as the primary administrator of donor and prospect records in the database.
  - Documents all donor stewardship communication and actions in the donor database.
  - Maintains up-to-date constituent data to support an efficient and effective donor cycle and relationship management.
- Performs accurate and consistent gift, constituent, and attribute entries, ensuring contributions are handled precisely how the donor intended.
- Adheres to BWLT's established donor stewardship procedures, executes timely and relevant gift acknowledgment, ensuring proper donor recognition, privacy, and rights.
- Creates accurate and efficient donor reports utilizing multiple sources while ensuring data integrity.
- Researches and analyzes individual donors and prospects to develop gift growth or acquisition strategies.
- Creates processes, reports, queries, imports, and lists that support all of BWLT's Departmental strategies and work plans.
- Maintains the database's grant recording, reporting, and archiving process.
- Liaises with the finance department to reconcile gift recording with gift accounting.
- Trains BWLT staff on the database system and events software.
- Performs regular cleanup exercises to ensure data integrity.

#### **Stewardship:**

- Supports staff and volunteers with donor stewardship and relations, following the established stewardship matrix.

- Supports staff and volunteers in acknowledging donors.
- Assists in the creation and implementation of donor recognition plans, including individualized stewardship and recognition for special donors.
- Supports the Director of Philanthropy with coordinating donor meetings, events, and activities.
- Supports the Director of Philanthropy and participates in donor recognition events/activities.

**Other:**

- Participates in professional development activities.
- Performs other duties as assigned by the Director of Philanthropy.

**Required Qualifications**

- Minimum of three (3) years of experience with donor database systems (Raiser's Edge or Salesforce).
- Proven track record in formulating and administering database procedures and business rules.
- Proven mastery of creating accurate and consistent reports, queries, and lists from the database.
- Successful experience in donor stewardship.
- Successful experience in prospect research and management.
- Working knowledge of current trends in charitable giving.
- Ability to produce quality materials within tight timeframes and simultaneously manage several projects.
- Exceptional organizational, time management, and problem-solving skills.
- High standards of performance and attention to detail.
- Ability to anticipate problems and manage conflict.
- Poise, confidence, and an ability to handle highly confidential and sensitive information with discretion.
- Proven mastery of Office applications, including Word, Excel, PowerPoint, and Outlook.
- Work requires willingness and ability to work a flexible schedule that includes irregular hours, evenings, and weekends.
- Comfort with water-based activities such as kayaking and boating.
- Physical ability to travel to remote and undeveloped property, hike and wade through a variety of environmental conditions, be outdoors for considerable periods, and potentially interact with wildlife.
- Ability to provide at least three professional references, including former supervisors.
- Valid Florida driver's license and proof of insurance.

\*\*Position may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

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