



**Donor Relations Coordinator (Full-time)**  
**Indian River Land Trust**  
**Vero Beach, FL**  
**FLSA Exempt: Yes**

**Organizational Overview:** The mission of the Indian River Land Trust is to protect, improve, provide access to, and promote the preservation of waterways, open spaces, and green places in Indian River County for the benefit of all today and tomorrow.

First established in 1990 to save McKee Botanical Garden, in 2009 the Indian River Land Trust began working to Protect the Land that Protects the Lagoon. The Land Trust continues to promote the conservation of the Indian River Lagoon and areas throughout Indian River County by preserving habitat, protecting the scenic waterfront and providing access for public recreation and education. Protected land provides important public benefits including the opportunity for residents to learn about and enjoy the natural environment and take advantage of our protected lands and waterways to enjoy hiking, boating, fishing, and observing an abundance of fish and wildlife.

**Position Summary:** Working in collaboration with the Indian River Land Trust's Director of Philanthropy and Marketing, the Donor Relations Coordinator's primary responsibility is the management of the fundraising database Raiser's Edge, which includes keeping accurate records, gift entry and processing, gift acknowledgement and reporting, and data integrity. The position also stretches when needed to support specific fundraising activities.

- Key areas:**
- 1) Ensure all gifts are accurately processed, tracked, acknowledged and reconciled.
  - 2) Develop and monitor a data integrity plan for managing donor records.
  - 3) Create and produce reports and mailing lists related to various aspects of the fund development program.

**CORE RESPONSIBILITIES:**

- The essential job functions and responsibilities for this position include, but are not limited to:
- Manage the Raiser's Edge database, including maintenance of database integrity, regular database clean-up, and procedural recommendations.
- Maintain up-to-date constituent records in Raiser's Edge, including contact information, demographics, wealth screening, relationships and soft credits.

- Enter and report all gifts, including in-kind donations and pledges, in alignment with the philanthropy department's standard operating procedures and ensure gifts are acknowledged in a timely manner according to policy.
- Establish and monitor processes and tools for other staff to input meeting contacts, notes, etc. in donor records.
- Collaborate with relevant staff to develop and support any necessary changes to business processes.
- Prepare, update and issue gift acknowledgement letters to donors.
- Create, monitor and maintain a Raiser's Edge Protocol Manual to ensure consistent data entry and use as a training tool for cross training relevant staff as needed.
- Provide Raiser's Edge training to staff as needed and participate in ongoing training and professional development related to roles and responsibilities.
- Create queries, reports, custom reports and analyses; create and run all mail merges, invitations, lists and labels for all agency mailings/communications pieces.
- Organize and manage the mailings for all fundraising appeals, invitations and donor stewardship communication (including electronic communications).
- Assist IRLT's Director of Philanthropy with mailings, filing, meeting preparation, all organizational reporting and other clerical functions as needed.
- Perform monthly mailing of pledge reminders, using the Raiser's Edge reports.
- Compile and maintain event, direct mail, and email distribution lists. Must be well versed in merging queries, tracking attendance, producing registration lists and name tags.
- Some general reception and administration support.
- Perform other duties deemed appropriate by the Director of Philanthropy and Marketing, and the Executive Director.

#### **QUALIFICATIONS AND SKILL REQUIREMENTS:**

The qualifications and skill requirements for this position include:

- Commitment to the mission, vision, values and emergent learning principles
- Two to five years of experience with database management
- Aptitude for relational databases and data management
- Experience with fundraising and fundraising database preferred. Raiser's Edge/NXT background is a plus
- Strong computer and organizational skills
- Computer proficiency (Word, Excel, PowerPoint, Constant Contact)

- Strong attention to detail, follow-through and managing multiple priorities with competing deadlines
- Ability to periodically support evening and weekend events connected with fund development activities

**PHYSICAL AND OTHER REQUIREMENTS:**

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally. It also requires manual dexterity to operate standard office machines, such as copier, scanner, calculator, telephone, and other equipment as necessary. IRLT expects its employees to follow proper safety standards. Candidates must possess a Florida driver's license and have access to a personal vehicle for regular travel to and from IRLT events.

**The salary for this position starts at a minimum of \$45,000 and is commensurate with experience.**

IRLT offers a comprehensive benefits package including:

- Competitive Health and Disability Insurance Package
- Paid time off, including vacation and paid holidays
- Matching 401(K) Plan with up to a 6% organization contribution

The Indian River Land Trust is an equal opportunity employer and will not allow discrimination based upon age, ethnicity, gender, national origin, disability, race, size, religion, or any other status prohibited by law.

Interested applicants should submit cover letter and resume to Melissa DePriest, Director of Philanthropy and Marketing at [mdepriest@irlt.org](mailto:mdepriest@irlt.org). Applications will be accepted on a rolling basis and considered as received. The position is open until filled. All applications will be received confidentially.