



Development Database Associate Job Announcement

Date: January 2025

The Pinelands Preservation Alliance (PPA) seeks a Development Database Associate to enter individual donations, grant payments, and constituent information in the Alliance's Salesforce database. Working here means working with a great team of colleagues, activists and partners to protect a unique and fragile ecosystem that provides drinking water for millions of people, beautiful places to recreate, and habitats for globally unique communities of wildlife and plants. This is a part-time position.

About Pinelands Preservation Alliance (PPA)

Pinelands Preservation Alliance is the leading voice for preserving the natural and cultural resources of the New Jersey Pinelands through advocacy, constituency building, low-impact recreation, land conservation, public lands stewardship, and promoting sustainable farming. In addition to traditional advocacy, conservation and constituency-building activities, PPA operates Pinelands Adventures and Rancocas Creek Farm. Pinelands Adventures is the premier paddling outfitter in New Jersey's Pine Barrens providing paddling trips, hikes and small group bus tours featuring Pine Barrens ecology, culture and history for the public, schools and groups. Rancocas Creek Farm is a chemical-free produce farm and CSA on 72 acres of land adjoining our headquarters. More information about PPA is available at www.pinelandsalliance.org.

Equity

PPA is dedicated to furthering justice, equity, diversity and inclusion in its staff and its work. We want everyone to know the Pinelands' natural resources are protected for the benefit of everyone. We seek to help people of all backgrounds to experience this natural treasure. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender or disability.

Development Database Associate

The Development Database Associate is primarily responsible for entering donation data into PPA's Salesforce database, processing thank you letters and preparing checks for deposit by the bookkeeping staff. The Associate works closely with the Director of Development & Engagement, Director of Philanthropy and Membership Manager to ensure that donations are associated with the correct program. Responsibilities also include working with the Database Manager on critical data hygiene projects like resolving leads and entering contact notes as directed by staff. Performs major donor research and assists with mailings as needed. This position reports to the Director of Development & Engagement. The Development Database Associate is a critical member of the development team which includes the Executive Director, the Director of Development & Engagement, the Director of Philanthropy, the Database Manager, and the Membership Manager.

Essential Functions

The Development Database Associate ensures PPA has accurate donor and gift records. Accurate donor and gift records are the cornerstone for reporting and forecasting and facilitate a better donor experience. This in turn supports PPA's ability to cultivate, solicit, and thank our donors. Attention to detail is essential. Specific job responsibilities of the Development Database Associate include:

- Entering donation data into Salesforce and printing thank you letters and envelopes. The types

of donations processed include checks, cash, online donations, third party payments and direct deposit donations.

- Entering event payments and Rancocas Creek Farm CSA payments.
- Entering grants and grant payments under the guidance of the Director of Philanthropy and Director of Development & Engagement.
- Processing special gifts like memorials, gift memberships, tribute gifts and others.
- Ensuring our constituent records are accurate by adding staff notes as directed, biographical information, updating addresses and ensuring critical data points are accurate.
- Working with the Database Manager to perform critical data hygiene tasks.
- Assisting development team with mailings, major donor research and data updates.
- Entering volunteer hours when PPA implements the Volunteer Management tool in Salesforce.
- Supporting PPA's Director of Development & Engagement and Director of Philanthropy, and other staff when called upon.

Qualifications and Experience

- Minimum of two years of experience of clerical/administrative support, preferred two years of work experience in a fundraising related field.
- Experience with databases, familiarity with Salesforce preferred.
- An interest in conservation and a commitment to PPA's mission and values.
- Commitment to further PPA's efforts to create a more just, equitable, diverse, and inclusive environment.
- Exceptional organizational and problem-solving skills with attention to detail and ability to determine priorities and meet deadlines.
- Experience with Microsoft Office Suite of tools.

Salary and benefits

The salary range is \$25,000 to \$30,000 depending on experience. Position is 20 hours per week. Benefits include access to a retirement savings plan, and paid time off.

Work schedule

PPA staff work regular weekday schedules, plus occasional weekends and evenings. This is not a remote position.

Location: 17 Pemberton Road, Southampton NJ 08088

Start date: As soon as practicable

Employment type: Part-time

How to Apply

Interested candidates should submit a cover letter and resume to Becky Free, Director of Development & Engagement via email to becky@pinelandsalliance.org. Submissions without a cover letter will not be considered. The deadline for applications is open until the position is filled.