



Job Description

Database Associate Garrison, New York

The Opportunity: Headquartered in the Hudson Valley of New York State about 50 miles north of New York City, the Garden Conservancy is a national nonprofit organization with a mission to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

Position Summary: Primarily responsible for day-to-day maintenance of the organization's donor database, daily gift processing, and performing organization website content updates at the direction of the director of communications and the database manager.

Duties and Responsibilities

Process credit cards, checks, and cash payments, and enter or import related data into the donor database.

Assist departments with the creation and maintenance of events and ticket products and process all event registrations and maintain all related event lists in the donor database.

Assist with mail merges, solicitation lists, and attendee & registration lists for events.

Oversee general day-to-day maintenance of the donor database, including but not limited to auditing, record deduping, constituent information updates, and cleanup of erroneous data.

Monitor credit card payment processor for discrepancies, disputes, and other issues requiring intervention.

Backup database manager in administration and configuration of the donor database.

Perform content updates to organization website as directed by the director of communications, database manager, and other senior staff.

Act as liaison between database manager and website developer as relates to website/donor database integration.

Maintain changelog of website/donor database integration configuration.

As part of administrative department, provide back-up for daily mail including mid-morning pick-up, evening drop-off, sorting, and distributing to staff members in the absence of the administrative associate.

Performs other duties as assigned.

Knowledge, Skills, and Abilities

- Detail oriented
- Prioritization and time management skills
- Phone and email etiquette
- Ability to multi-task and produce within specific deadlines
- Strong organizational skills
- Ability to work collegially and effectively with colleagues

Computer Skills

To perform this job successfully, an individual should have knowledge of non-profit database software, Microsoft Office Suite, email marketing software, and basic accounting principles. Experience with Salesforce, APIs, and html is preferred.

Education/Experience

Bachelor's degree from a college or university; and two to four years related experience and/or training; or equivalent combination of education and experience.

Compensation

The hiring salary for this position is \$47,500 - \$57,500, based on experience. This position includes generous time off, benefits, and room for career growth. Training will be provided for certain tasks. We encourage those that have a strong affinity with our mission to apply.

The Garden Conservancy is an equal opportunity employer and actively encourages candidates with diverse backgrounds to apply. It does not discriminate against any candidate or employee on the basis of race, national origin, sex, marital status, sexual orientation, age, disability, religion, or veteran status.

TO APPLY

Please send your resume and letter of interest to:

hr@gardenconservancy.org

Mention "Database Associate" in the subject line.