



Database and Membership Coordinator – Job Description

The Land Trust of Napa County (LTNC) is a nonprofit dedicated to preserving the character of Napa by permanently protecting land. In its 49-year history, LTNC has protected 96,000 acres—18% of the county.

The Land Trust offices are in the City of Napa, near downtown. We offer competitive salaries, paid vacation and sick time, health, dental, and vision insurance, retirement benefits, and family-friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

Position Summary

We seek a highly organized and detail-oriented Database & Membership Coordinator (DMC) to support the Philanthropy team in meeting fundraising and engagement goals. This full-time, non-exempt position manages LTNC's Raiser's Edge (RE) database, Blackbaud NXT platform, gift processing, membership program coordination, and internal data reporting.

The DMC reports to the Philanthropy Operations Director (POD) and works closely with the Philanthropy, Finance, and Administrative teams to ensure the integrity of donor data and the effective execution of donor engagement strategies. This role supports LTNC's mission by providing accurate data insights, maintaining high-quality donor stewardship, and managing database systems.

Primary Responsibilities

Database & Membership Program Management

- Maintain, update, and ensure data accuracy in Raiser's Edge and Blackbaud NXT.
- Manage LTNC's Membership Program, including membership renewals, data entry, reporting, processing hike sign-ups, and annual revenue goals.
- Ensure high standards of data integrity and best practices in database management.

Gift Processing & Acknowledgment

- Accurately process all donations (checks, credit cards, recurring gifts, online, and in-person).
- Generate timely gift acknowledgments and receipts.
- Work with the Philanthropy Operations Director and Finance staff to reconcile monthly reports and ensure data alignment with accounting systems.

Data Reporting, Queries & Analysis

- Create and manage queries, NXT lists, exports, and reports to support Philanthropy, reporting, and outreach efforts.
- Generate reports on donor giving trends, appeals, events, and fundraising performance for internal tracking.

- Perform routine audits to ensure data quality and flag inconsistencies.

Communications & Outreach Support

- Format and send Membership Renewal letters, Annual Appeals, and other communications, and send/mail monthly.
- Send targeted email communications and updates using Blackbaud or similar platforms.
- Assist with coordinating and supporting outreach activities, including annual donor events, the Earth Day booth, the Field Trip program, and other outreach events.

Event & Website Support

- Manage and track event RSVPs and attendance through Raiser's Edge.
- Post and update hike and event listings on LTNC's website using WordPress as backup.
- Coordinate with vendors for direct mail, printing, and list management.

Qualifications

Required:

- 3+ years of experience in database management, preferably in a nonprofit or fundraising environment, required.
- Proficiency in Raiser's Edge, Blackbaud NXT, or similar CRM and donor management tools is a plus.
- Strong analytical and organizational skills with attention to detail and data accuracy.
- Experience generating complex queries and reports; strong comfort with spreadsheets, list exports, and mailing lists.
- Proficiency in Microsoft Office Suite (especially Excel and Word) and email platforms.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a team environment.
- Ability to maintain discretion and handle sensitive donor information confidentially.
- Willingness to attend occasional evening/weekend events and perform light physical duties (e.g., event setup).
- Commitment to LTNC's mission and values.

Preferred:

- Blackbaud Certification or advanced training in RE/NXT.
- Experience with WordPress and email marketing platforms.
- Interest in land conservation, nonprofit work, or environmental causes.

Compensation & Benefits

Salary range: \$66,500-76,500, based on experience. Full employee benefits and retirement plan, including employee medical and dental benefits; retirement account with employer match; thirteen paid holidays and fifteen days of accrued vacation per year.

Work Environment & Physical Demands

This position primarily operates in an office setting but includes off-site event work. Occasional evening and weekend commitments are required. The role may involve lifting event materials up to 50 lbs.

To Apply

Please send a resume, cover letter, and writing samples to Kimberly@napalandtrust.org by July 25, 2025.
Reference 'Database2025' in the subject line. No photos or phone calls, please.