



# Job Description

## Database Specialist and Outreach Assistant

The Database Specialist and Outreach Assistant will work as part of the fundraising and communications team to promote the mission and support the development of Sky Island Alliance. This staff member will provide a crucial supporting role in donor relations through data management and direct donor communications. This is a part-time, hourly staff role and will report to the Communications Manager.

### Data Management and Gift Processing

- Manage donor and volunteer database – keep data up to date, maintain donor record accuracy, and follow established workflow
- Record and process gift receipts and thank you letters
- Provide general administrative support
- Work with Operations Director to ensure data accuracy across platforms
- Support fundraising team and enhance processes and documentation
- Produce timely and accurate reports
- Research existing donors and prospects to create prospect lists and profiles
- Research new sources of private and corporate foundation funding and utilize Tapestry to manage prospects

### Communications Support and Events

- Support website management and updates
- Support planning and implementation of organizational events
- Identify outreach opportunities and represent Sky Island Alliance at community events

### Time Commitment and Pay Rate

- This position is part-time, hourly: 10 – 15 hours per week, \$12 – 14/hr DOE
- Flexible work hours, including occasional weekend and evening activities
- Travel around the Sky Island Region may be required

### Qualifications

- Ability to work well with a diverse staff, be a self-starter, work well under pressure, be able to handle numerous projects at one time, and meet deadlines consistently
- Excellent verbal and written communication skills
- Proficiency in Microsoft Word and Excel
- Attention to detail and familiarity with data processing
- Donor database experience, preferably eTapestry or Blackbaud, with an understanding of relational database concepts
- Experience in online fundraising, nonprofit advocacy, and donor cultivation is a plus

### Application

Send resume and cover letter via email to: [careers@skyislandalliance.org](mailto:careers@skyislandalliance.org). Please, no phone calls. Mark the subject line of the email: Database Specialist Application. (PDF format, please combine into one file and put your last name in the file name) The position is open until filled and applications will be reviewed as received.