



Job Description

Database Assistant

Garrison, New York

Summary: Headquartered in New York State's Hudson Valley, the Garden Conservancy is a national nonprofit that works to preserve, share, and celebrate America's gardens and diverse gardening traditions for the education and inspiration of the public.

The Database Assistant is primarily responsible for daily gift processing, donor acknowledgments, and the updating and day-to-day maintenance of the organization's donor database.

Duties and Responsibilities

Process credit card, check, and cash payments and enter deposits into the donor database.

Process all event registrations and maintain all related event lists.

Generate all gift and contribution acknowledgments; produce all mail merges, solicitation, attendee, and registration lists for events.

Responsible for day-to-day maintenance and updating of the organization's donor database.

Monitor database for efficiency, including elimination of duplicate and/or erroneous data under the supervision of the database manager.

Perform regularly scheduled data syncing between donor database and email marketing platform.

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

Share responsibility for answering the business phone. Skillfully interact with the public, respond to inquiries, and/or forward to appropriate staff member.

Knowledge, Skills, and Other Abilities

- Detail-orientated
- Ability to multi-task and produce within specific deadlines
- Strong organizational skills
- Ability to work collegially and effectively with colleagues

Computer Skills

Knowledge of Raiser's Edge or other similar database software, Microsoft Office Suite, and email marketing software

Education/Experience

Bachelor's degree (B.A./B.S.) from four-year college or university, or equivalent combination of education and experience

TO APPLY

Please send your resume, cover letter, and salary requirements to

hr@gardenconservancy.org

Mention "Database Assistant" in the subject line.