
Esplanade Association

Job Title: Database and Development Coordinator
Position Status: Full Time, Exempt
Reports to: Development Manager

Position Description:

The Esplanade Association is seeking an experienced **database and development professional** to provide high quality **data management**, administrative and events-related support to the Development team and Senior Leadership in alignment with organizational goals and planning.

About the Esplanade Association (esplanade.org):

The Esplanade Association (EA) is an 18-year-old non-profit dedicated to revitalizing, enhancing, programming, and maintaining the historic Charles River Esplanade in downtown Boston. The Esplanade is a 64-acre park revered for its natural beauty, riverfront access, miles of populated running trails, and thoughtful programming. Last year, the Esplanade Association launched a Tree Care Management and Succession Plan, helped bring a beer garden to the park, produced dozens of high quality events, and much more. It's an exciting time to join a growing team at a small, visible, and successful non-profit!

Responsibilities:

- Manage and maintain the integrity of the Donor Perfect development database and take the lead on ensuring quality control, consistent data entry procedures, and optimizing the highest utility of database functionality
- Conduct daily gift entry and processing including credit card charges, check entry, gifts of stock and multi-year pledges
- Track pledges and produce regular pledge reminder mailings
- Oversee execution of all gift acknowledgement letters in an accurate and timely manner
- Reconcile gift data weekly, monthly, and annually with the Accounting and Development Staff
- Track and manage donor-related meetings in the database and provide supporting research and materials to staff in advance of meetings
- Manage prospect research process
- Provide administrative and organizational support for donor cultivation and special events, including direct mail and email appeals, generation of event invitation lists, invoices, and pledge reminders
- Coordinate and maintain development campaigns, funds, and appeals
- Track outbound cultivation, solicitation, and stewardship efforts and results
- Provide timely and high quality administrative and organizational support to promote a successful annual Moondance Gala event:
 - Support planning, solicitation, event production, night-of execution, and related follow-up associated with the Moondance Gala
 - Support the accurate and timely correspondence to current and potential donors and sponsors; invitations; RSVP and gift acknowledgments; invoices; post-event thank-you letters.

- Provide administrative and organizational support for major forthcoming capital campaign, including identifying and researching prospects, creating marketing materials and the generation of weekly activity reports for campaign committee reflecting all campaign related activity

Qualifications:

- Bachelor's degree required and at least two to four years of relevant experience in managing a complex database and/or non-profit development work
- Advanced working knowledge of Donor Perfect or similar fundraising database
- Must possess knowledge of fundraising principles and practices and maintain a highly professional, polished demeanor with the ability to interact effectively with staff, board members, donors, vendors and other stakeholders
- A person who is dynamic, engaging, thoughtful, an effective communicator and extremely well-organized while balancing several tasks
- Will be required to complete an iCORI background check

Logistics:

- Work hours are generally Monday through Friday (9a-5p) but will also require flexibility and an ability to work occasional early mornings, evenings and weekends for organization-wide events and meetings as assigned.
- Work will generally take place in the Esplanade Association office or another approved location, and will require some time in the park. *(That's one of the best parts!)*
- Salary is commensurate with experience.
- Health, Dental and 401k benefits are available.

Application Process:

- Please email cover letter, resume, and 3 references to: jobs@esplanadeassociation.org with job title in the subject line.
- Cover letter should include the answer to this question: "What is one of your favorite public spaces and why?"
- Each file name should include applicant's last name.
- No phone calls, please.

The Esplanade Association is an Equal Opportunity Employer. The Esplanade Association does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and nonprofit need.