

**About ESA:** The Evergreen Sustainability Alliance (ESA) is a nonprofit with the mission to foster local, sustainable solutions for food resources, waste streams, and energy use in Evergreen, Colorado, and surrounding communities. We created and manage two robust community gardens, a community composting program, a zero-waste refill store, and regularly engage the community by hosting sustainable events and providing zero-waste collection stations.

**Role:** Reporting to the Director of Programs and Operations, the position will serve as the primary administrator for the Salsa Labs customer relationship management (CRM) donor database system. The Database Manager is responsible for inputting and operating the Salsa Labs database. This includes data entry and updating of all donor records, generating and formatting donor acknowledgement letters, and providing data in report form to the Director of Programs and Operations. The Database Manager will standardize and coordinate the entry of the data and mining of information, as well as maintain database integrity. In coordination with the Director, the Database Manager will create a succession plan through peer training and/or a user's guide for use of the software. This is a voluntary, part-time flexible position.

**Responsibilities:**

- Serve as primary administrator for Salsa Labs donor database system with up to 5 users.
- Responsible for managing users, security roles, permission sets, profiles, groups, sharing rules and workflows.
- Provide support for Salsa Lab users by providing training, answering user questions and troubleshoot issues.
- Assist with tracking using third-party database integrations, including Salsa Engage, Quickbooks, and/or Square.
- Ongoing maintenance/clean-up of Salsa Lab donor database to ensure accurate information for reports and queries.
- Assist in the development and maintenance of mailing lists of donors and donor prospects.
- Monitor, input, and review donations from individuals and fundraising events, including coding and entering gifts, soft credits, address updates, new donor entry, identifying duplicates and general account maintenance.
- In collaboration with the Director of Programs and Operations, prepares gift acknowledgment letters and mailings in a timely manner while ensuring accuracy and attention to detail.
- Monthly reports detailed by donor giving category for revenue goal tracking purposes as requested by the accounting/financial team.
- Works closely with the accounting/financial team to reconcile donations and gifts.
- Supports the Director of Programs and Operations with donor communications, including but not limited to communication tracking, tracking all solicitations for revenue and expenses, mailing lists, and donor recognition reports as requested.
- Develop a standard operating procedures manual.

**Commented [GA1]:** we don't use MailChimp at this time. Suggest we add Quickbooks and Sqaure as possible third party integrations

**Commented [GA2]:** I think the database magr. will work most closely with Wendy, and Wendy will report to tghe board. So, this could read, "Supports the Director of Programs and Operations"

**Candidate Requirements:**

- Candidates who can commit to a minimum of 6 months are preferred.
- Skills required include: managing multiple, competing and varied tasks, time management, listening skills, problem solving, decision making, and successfully managing work-flow.
- Applicant must be able to pay careful attention to details and be able to record data accurately.
- Ability to maintain the confidentiality of information regarding organization financials and other information.
- Ability to communicate effectively with the Director of Programs and Operations and the accounting/financial team.
- Ability to operate a computer with Salsa Labs software and Microsoft Windows Office Suite software, specifically Excel, Word, and Outlook.
- Experience maintaining CRM data including experience in generating reports and analyzing data.
- Experience with Salsa Labs software preferred.

**To Apply:** Please send a cover letter and summary of qualifications to [info@sustainevergreen.org](mailto:info@sustainevergreen.org).

**Commented [GA3]:** Ability to communicate with the Director of Programs and Operations and the accounting/financial team.

**Commented [HM4]:** @Wendy Neuman Are these the correct name(s)?

**Commented [WN5R4]:** @Heather Miner Yes Salsa Engage and Salsa CRM - they are both part of the same package. I have heard of Classy but we haven't used at ESA.

**Commented [HM6R4]:** @Wendy Neuman Great! How should we refer to Salsa? Salsa? Salsa Labs? Salsa Labs software?

**Commented [GA7]:** Attendance at board meetings not too important. Wendy can report.