

**SEMPERVIRENS FUND
POSITION DESCRIPTION**

Title: Development Associate - Information Systems Manager

Reports To: Executive Director

Date: July 25, 2008

Sempervirens Fund is California's oldest land conservancy, preserving redwood forests and wild lands in the Santa Cruz Mountains since 1900.

I. BASIC FUNCTION OR PURPOSE OF POSITION

Part of the Development team, this position is responsible for maintaining donor records in Raiser's Edge, generating acknowledgements and computer reports, assisting with mailings and special projects, and using the database to support development.

This position will also work with the IT and website consultants, tech support, software and computer vendors.

II. ESSENTIAL DUTIES AND FUNCTIONS OF THIS JOB:

- Process and enter into database all donor gifts and keep up to date all donor records in Raiser's Edge.
- Prepare daily donation record sheets, statistics and bank deposits.
- Responsible for all computer generated reports.
- Maintain matching gifts records.
- Setting up and managing tribute records (trees, groves, legacy, etc.), following through with Forest Program Manager and communicating with donors and/or families.
- Office liaison with service organizations like Soroptimists and Garden Clubs.
- Assists in event planning and organizing and working at events when needed.
- Maintains database and supports computer network consultant.
- Backup for Publications Director and Administrative Assistant when necessary. Will assist Publications Director with the design and production of the newsletter and mailings.
- Website administration: Working with Webmaster and Membership Director on website maintenance and upgrades.
- Email communications/marketing: Implementing and managing mass email communication with Membership Director.
- Assists Development Director with donor communications, record management, and exporting of data for projects, mailings and events.
- Works with bookkeeper to balance financial records. Prepares daily, monthly, quarterly and yearly financial and statistical reports for the bookkeeper and Board of Directors.
- Prepares reports for annual audit and assists in audit process.
- Prepares monthly statistical reports for Membership Director and Development Director.

- Backs up accountant when necessary (i.e. credit cards, issuing checks, running accounting reports, record keeping)

III. SUPERVISORY RESPONSIBILITIES

Supervises R/E database. Works with webmaster and IT consultants to administer website and monitor computer network.

IV. KNOWLEDGE AND SKILLS REQUIRED TO PERFORM THIS JOB

- Raiser's Edge, Windows, MS Office 2007.
- Communications skills, donor relations skills, organization, accuracy, teamwork, and an ability to work independently. Attention to detail, sense of humor and willingness to pitch in are essential.
- Development background; knowledge of network administration and website maintenance are a plus, as are Dreamweaver, HTML-Kit, Adobe InDesign, and Adobe Photoshop.

Compensation:

This is a full-time employee position; Salary is commensurate with experience; Comprehensive health and retirement benefits.

Sempervirens Fund is located in Mountain View, California. We are an equal opportunity employer. Non-smoking office environment.

Please visit our website at www.sempervirens.org

Application deadline is August 31, 2008. Please send your application to Jeanne Friedman, Interim Executive Director: electronically at [jfriedman at sempervirens.org](mailto:jfriedman@sempervirens.org) or hard copy to Jeanne Friedman, Sempervirens Fund, Drawer BE, Los Altos, CA 94023-4054.