



Palos Verdes Peninsula Land Conservancy

Development Database Manager

About the Conservancy

For more than three decades, the Palos Verdes Peninsula Land Conservancy (the Conservancy) has preserved more than 1,700 acres of open space on the Peninsula, restoring and stewarding undeveloped land to its natural state for the education and enjoyment of all.

This precious habitat and rare coastal landscape contribute to the quality of human life and provide valuable refuge for rare local animals and fauna. The Conservancy's crew of dedicated conservationists, naturalists, biologists, field technicians, and education professionals, as well as hundreds of its volunteers, restores native habitats to prevent local and threatened species from going extinct, some of which are found only on the Peninsula. With more than 10,000 visitors annually to its two nature centers, the Conservancy connects the broader Southern California community to this land for conservation education. Our work fosters a deeper connection between people and nature while promoting long-term environmental sustainability.

Position Overview

PVPLC seeks a motivated, detail-oriented Development Database Manager to join its team. This position is ideal for a professional with expertise in operations and systems associated with non-profit fundraising and membership programs. The Development Database Manager is responsible for accurately processing gifts and memberships, reconciling revenue, producing regular reports and dashboards, advising on database structure and procedures, and providing essential administrative and operational support to the Native Plant Nursery and Merchandise online storefront. In addition, this role provides operational support for PVPLC's Earth Day campaign and Pastoral fundraising events, aligning digital, direct response, events, and stewardship to accelerate audience growth and deepen engagement.

This is a significant opportunity for a database manager to serve as the operational engine of fundraising efforts, leveraging data-driven strategies to drive revenue growth and establish scalable, long-term philanthropic pathways that help PVPLC meet its fundraising goals. The ideal candidate will bridge the gap between complex technical administration and mission-driven fundraising, providing insights, workflows, and systems to maintain data integrity that supports every donor and member interaction—from the initial gift to long-term partnership.

The Role

The Development Database Manager will serve as the primary manager and superuser of PVPLC's database, Raiser's Edge (RE NXT), and will be responsible for the comprehensive management, performance, integrity, and security of RE NXT, ensuring that they function as powerful tools for growing our donor base. Reporting to the Director of Development and Communications, the



individual will serve as the primary architect for building a relationship infrastructure within RE NXT and steward for the daily use of the database, with an emphasis on gift administration, data management, and donor segmentation, including gift entry and receipting, membership renewal, acquisition and fulfillment, report management, mailing list queries/exports, online donations, events, membership forms, and database updates.

Database Management, Gift Processing, and Reporting

Manages data accuracy within Raiser's Edge by using data entry standards and processes to enhance productivity, performing regular audits and data cleanup, tracking and implementing best practices in the field, and utilizing all features available under the RE contract for PVPLC, including but not limited to:

- Create, update, and maintain donor and prospect records; ensure their information is recorded accurately in RENXT.
- Complete data entry for gifts and pledges and ensure they are coded and entered promptly; process necessary paperwork and batches accurately and in accordance with IRS guidelines.
- Develop and maintain real-time fundraising dashboards that track and visualize revenue performance, enabling timely analysis, data-driven decision-making, and improved visibility into campaign progress and fundraising goals.
- Create new campaigns, appeals, and donor forms for RE NXT and the website.
- Manage regular reconciliation and fund alignment with the Accounting Office, including government grant invoices, aligning revenue timing, posting to the general ledger in NXT, and documentation for auditors and fiscal year reports to ensure accounts are balanced.
- Manage the tracking of donor proposals, pledges, corporate and private grant narratives, and budgets in RE NXT and SharePoint.
- Develops and generates fundraising reports, queries, and exports for invitations and solicitations for all fundraising programs, event RSVP lists, and gifts as necessary.
- Serves as staff liaison between development and finance teams, ensuring proper coding, accurate delivery of information for all contributions, and weekly/monthly/annual reporting and reconciliation.
- Drafts processes and sends all donor acknowledgment letters to individuals, corporations, and foundations
- Organize and prepare data to prepare Donor Endowment Reports and Donor Impact Reports, including honor roll, benefactor lists, charts, and graphs.
- Processes and manages paperwork for matching gifts, tribute gifts, and wire/stock/securities transfers.
- Liaises with donors when appropriate to ensure smooth gift processing.



- Assist with documentation in RE NXT to track prospect and donor interactions, reminders, and follow-up.
- Provide training and support for other staff across the organization as needed.

Prospect Management and Tracking

In partnership with the Director of Development and Communications, manages the donor segmentation process and makes recommendations on process and tracking, including but not limited to:

- Prospect Research and Identification of funding opportunities from individuals, corporations, and private foundations using prospect research tools (RocketReach, Classy, iWave, GiveSmart, etc.) and donor/prospect lists.
- Leverage and analyze volunteer data within the volunteer database to identify qualified prospects, supporting targeted outreach strategies that drive volunteer-to-donor conversion and long-term engagement.
- Create reports for board members, leadership groups, and other key stakeholders.
- Maintains quality standards for documentation and continuously assesses and provides recommendations around data tracking improvement opportunities, database integrations with other tools/platforms, and donor analytics.
- Participates in team strategy sessions and takes the lead on operationalizing donor data and management.
- Responsible for all individual or global uploads of data and records, including annual wealth engine screening data.

Additional Departmental Support

This individual will also manage other services that support PVPLC's daily operational needs and fundraising initiatives, including but not limited to:

- Provide operational support for the Earth Day Campaign, including the Wild & Scenic Film Festival tour and silent auction, using data-driven tools for audience growth and engagement
- Oversee membership fulfillment- prepare membership cards, acknowledgment letters, and special incentives for upgrade appeals or new member premiums
- Create event registrations and events in the database as needed by PVPLC staff to integrate with RE NXT and maintain guest lists in the events module.
- Supports events and programs such as Pastoral, Wild & Scenic Film Festival, and donor cultivation, stewardship, and distributions.
- Perform other duties as assigned.



Required Qualifications

- 3 + years of experience managing a CRM/donor database.
- 4+ years of experience in a similar position, preferably in fundraising using Raiser's Edge, RE NXT, or a similar Blackbaud product in a non-profit environment (required).
- Detail-oriented, highly organized; able to set and meet goals and deadlines and to produce accurate work and implement both short-term and long-term processes.
- Strong data analysis, organizational, administrative, and computer skills, and an appreciation for working with data.
- Ability to exercise judgment and discretion in establishing and maintaining confidentiality and good working relationships, both independently and as an active member of a team.
- Stellar interpersonal and customer service skills; strong written and verbal communication skills; confidence as a decision-maker and team leader.

This is a full-time, hybrid position (3 days in the office/2 days remote), and requires availability Monday-Friday and on select weekends during peak event periods.

Applications will be reviewed on a rolling basis; however, priority consideration will be given to candidates who apply by July 30, 2026

Salary Range: \$70,000 - \$80,000 commensurate with experience

To Apply: Email a cover letter (1 page max) and resume to info@pvplc.org