



Big Sur Land Trust is hiring a new

Associate, Development Operations & Analytics

(Posted June 2026)

Join **Big Sur Land Trust (BSLT)** as our **Associate, Development Operations & Analytics**, a detail-oriented and data-driven role responsible for strengthening fundraising effectiveness through CRM management, donor insights, and operational excellence.

This position plays a key role in ensuring the integrity of donor data, enabling targeted engagement through strategic segmentation, and delivering actionable analytics that support fundraising performance. Working closely with the Chief Philanthropy Officer and cross-functional teams, this role helps ensure a seamless donor experience while supporting informed, data-driven decision-making.

Big Sur Land Trust is a nonprofit organization with a mission to inspire love of land across generations, conserve our unique Monterey County landscapes, and expand access to meaningful outdoor experiences for all. We envision a future where natural landscapes, working lands, and urban open spaces are cared for by inclusive and connected communities who share a deep appreciation for the richness of diverse cultures and the natural world.

Job Detail	
Job Title: Location: Status: FTE: Reports to: EEO:	Associate, Development Operations & Analytics Monterey Office Nonexempt – Full Time 100% Chief Philanthropy Officer <i>Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics</i>
Job Duties	
General Description	<p>The Associate, Development Operations & Analytics is responsible for maintaining and optimizing BSLT’s Salesforce CRM, ensuring accurate donor data, and supporting fundraising strategy through reporting and analytics.</p> <p>This role supports a high-performing development function by enabling effective audience segmentation, supporting donor stewardship operations, and ensuring alignment across development, finance, and communications. The position contributes to both day-to-day operations and longer-term process improvements that advance fundraising outcomes and organizational impact.</p>
Examples of Primary Duties:	<p>CRM Management & Data Integrity</p> <ul style="list-style-type: none"> Maintain and optimize Salesforce CRM to ensure accurate, up-to-date donor records Perform regular data cleaning, deduplication, and quality assurance checks Establish and uphold data entry standards and best practices Provide user support and troubleshoot CRM-related issues <p>Donor Segmentation & Audience Insights</p> <ul style="list-style-type: none"> Segment donor audiences (major donors, recurring, lapsed, prospects, etc.) Build and maintain dynamic lists to support targeted outreach and campaigns Partner with development and communications teams to align segmentation strategies <p>Analytics & Reporting</p> <ul style="list-style-type: none"> Develop and maintain dashboards tracking fundraising performance

	<ul style="list-style-type: none"> • Generate recurring and ad hoc reports (revenue, retention, campaign performance) • Translate data into clear insights and actionable recommendations • Support board and committee reporting through concise data presentation <p>Gift Processing & Donor Stewardship Operations</p> <ul style="list-style-type: none"> • Ensure timely and accurate donation processing • Coordinate issuance of tax receipts and maintain compliance • Manage donor acknowledgment processes to ensure timely, personalized communication • Track and report on stewardship metrics and timelines <p>Cross-Functional Collaboration</p> <ul style="list-style-type: none"> • Partner with Finance to ensure alignment between fundraising and financial data • Support coordination across development, communications, and program teams • Contribute to a collaborative, solutions-oriented team environment <p>Process Improvement & Operations</p> <ul style="list-style-type: none"> • Identify opportunities to streamline workflows and improve efficiency • Document processes and standard operating procedures • Support system integrations (CRM, donation platforms, marketing tools) • Contribute to special projects and operational enhancements
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Accountabilities

The **Associate, Development Operations & Analytics** is accountable for:

- Maintaining high data integrity across all donor systems
- Delivering timely, accurate reporting and actionable insights
- Supporting effective donor segmentation and targeted engagement efforts
- Ensuring smooth and compliant gift processing and acknowledgment workflows
- Strengthening alignment across development, finance, and communications functions
- Improving operational efficiency through continuous process enhancements

Desired Qualifications

Knowledge and Skills	<ul style="list-style-type: none"> • 2–5 years of experience in development operations, data management, or related field • Strong proficiency in Salesforce CRM (NPSP preferred) • Experience in reporting, data segmentation, and dashboard development • High attention to detail and commitment to data accuracy • Strong analytical and problem-solving skills • Ability to manage priorities independently and work collaboratively <p><i>Preferred Skills</i></p> <ul style="list-style-type: none"> • Experience in nonprofit fundraising environments • Familiarity with donation and marketing automation platforms • Knowledge of data visualization tools (e.g., Tableau, Power BI) • Understanding of donor lifecycle and fundraising best practices <p><i>Core Competencies</i></p> <ul style="list-style-type: none"> • Data-driven mindset and analytical thinking • Operational excellence and attention to detail • Accountability and ownership of sensitive information • Strong collaboration and communication skills • Continuous improvement and systems-thinking approach
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Physical/ Mental Work Demands:	<ul style="list-style-type: none">• Ability to spend extended periods working at a computer, analyzing data, and managing systems• Strong attention to detail and sustained focus when working with complex datasets and reports• Ability to manage multiple priorities, meet deadlines, and adapt to changing needs• Regular communication with team members via meetings, video calls, and written formats• Occasional flexibility in schedule to support deadlines, reporting cycles, or organizational priorities• Ability to work both independently and collaboratively in a fast-paced environment
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Compensation & Benefits: The salary range for this position is **\$71,000–\$81,000 annually**, based on experience and qualifications. Big Sur Land Trust offers a competitive benefits package that includes comprehensive health coverage (medical, dental, and vision), life insurance, 403(b) retirement contributions, HSA contributions, and an Employee Assistance Program. Employees also receive paid holidays, vacation time, and paid sick leave.

Employment is contingent upon the successful completion of a background check. In compliance with the California Fair Chance Act, background checks are conducted only after a conditional offer of employment and are evaluated fairly and individually, consistent with applicable laws.

How to Apply: The following three items are required to be considered for the position:

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start.
3. Please E-mail the completed application to employment@bigsurlandtrust.org. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews. No calls, please. **The position is available immediately and will remain open until filled.** For more information about BSLT, please visit www.bigsurlandtrust.org