



## Job Description: Part-Time Database Coordinator

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Position Title:	Part-Time Database Coordinator
Reports To:	Director of Communications & Strategic Engagement
Status:	Part-time (up to 20 hours/week)
Compensation:	\$27-29/hour
Location:	Hybrid, must live within 1.5 hours of Marin (by car or bike)

### About Marin County Bicycle Coalition (MCBC)

MCBC is a dynamic, mission-driven 501(c)(3) nonprofit organization dedicated to making bicycling a safe, fun, and accessible option for everyone in Marin. Founded in 1998, we are a team of passionate advocates building a connected network of bikeways and growing a thriving culture of bicycling for everyday transportation and recreation. We strive to be effective, bold, inclusive, and collaborative—and we have fun doing it.

### Employee Benefits

We offer a supportive and flexible work environment and a strong benefits package that includes:

- Prorated Paid Time Off (PTO) for part-time employees, plus 13+ prorated paid holidays, including a winter break
- Alternative transportation incentives, including up to \$300/year in bike expenses
- Work from home and cell phone stipend

### About the Role:

Reporting to the Director of Communications and Strategic Engagement, the Database Coordinator ensures MCBC's donor, event, and communications data are accurate, accessible, and actionable. This role supports fundraising, outreach, events, and advocacy programs by maintaining clean data, generating regular reports, and supporting the organization's transition between CRM systems. It plays a key support role in helping the team work efficiently and make data-informed decisions.

**MARIN COUNTY BICYCLE COALITION | CELEBRATING 25 YEARS**

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### Key Responsibilities:

- Maintain and update CRM records (e.g., donor, event, volunteer data, civic actions)
- Process donations and acknowledgments
- Track all donations and other sources of revenue for the bookkeeper
- Set up and support event registration, tracking, and data reporting
- Assist with email segmentation and audience targeting
- Ensure data integrity and compliance with privacy standards
- Provide staff with data insights and list pulls as needed
- Assist with data migration from Salesforce to a new CRM system
- Assist the advocacy team in tracking actions

### Qualifications:

- 3+ years of experience with CRM or database systems, including Salesforce and data migration processes
- Required: experience working with a nonprofit-specific CRM system (e.g., NeonCRM, EveryAction (Bonterra), Bloomerang)
- Strong attention to detail and advanced data hygiene practices
- Ability to work independently and handle sensitive data with discretion
- Comfort with generating segmented lists, reports, and exports for communications and fundraising

### To Apply:

Please submit your resume and cover letter to [Jobs@marinbike.org](mailto:Jobs@marinbike.org). Please put in the subject line: "Database Coordinator". No phone calls, please.