

Mail: 2519 S. Shields Street 1K-115, Fort Collins, CO 80526  
Location: 720B East Vine Drive, Fort Collins, CO 80524  
Office: (970) 484-7756 Raptor Help Hotline: (970) 222-0322  
[www.rmrp.org](http://www.rmrp.org)

## Job Opportunity: Virtuous Database & Donor Administrator

**Organization:** Rocky Mountain Raptor Program (RMRP)

**Location:** Fort Collins, Colorado (On-site)

**Employment Type:** Full-Time | Some evenings/weekends may be required

### About Us

The Rocky Mountain Raptor Program (RMRP) inspires the protection of wildlife and the environment through excellence in raptor rehabilitation, education, and research. Every donor, every dollar, and every action supports our mission to give injured raptors a second chance and teach the public about their vital role in the ecosystem.

As we expand our fundraising and engagement efforts, we are seeking a mission-driven and detail-oriented **CRM & Data Administrator** to strengthen our connection with supporters and optimize our data systems.

### Position Summary

The **CRM & Data Administrator** is responsible for managing and optimizing RMRP's Virtuous CRM platform. This strategic, hands-on role is key to maintaining accurate data, improving donor segmentation, and supporting all fundraising, communications, and engagement efforts. You will collaborate across departments to ensure our donor data is clean, insightful, and effectively used to deepen relationships and drive impact.

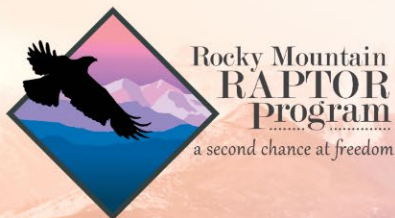
### Key Responsibilities

- Serve as RMRP's in-house expert and administrator for Virtuous CRM, maintaining system accuracy and integrity.
- Regularly audit and manage data quality, including deduplication, field consistency, and record hygiene.
- Import/export data across donation platforms, online forms, and email tools.
- Develop and manage dashboards, reports, and queries to track campaign performance and fundraising goals.
- Segment and prepare donor and prospect lists for appeals, events, newsletters, and stewardship communications.
- Collaborate with fundraising and communications teams to execute campaigns and supporter journeys.
- Train and support staff on CRM usage and best practices; maintain documentation and SOPs.
- Recommend and implement improvements to automation workflows, integrations, and CRM functionality.
- Uphold data privacy, security, and ethical use standards aligned with organizational policies.

### Required Qualifications

Since 1987, the Rocky Mountain Raptor Program has rehabilitated and released thousands of raptors, educated hundreds of thousands about human/wildlife conflicts, and conducted research that helps more raptors survive in the wild. The RMRP is an independent, 501(c)(3) nonprofit organization, it does not receive any government funding or financial support from any national or international humane organizations. We are funded by you and other individual gift donors, foundation grants, corporate and local business support. No goods or services were received by the donor in exchange for charitable donation(s). Gifts to RMRP may be deductible under federal tax law. Federal Tax Identification Number 90-0131614.

**Lifesaving Rehabilitation and Research - Life-Changing Conservation Education**



Mail: 2519 S. Shields Street 1K-115, Fort Collins, CO 80526  
Location: 720B East Vine Drive, Fort Collins, CO 80524  
Office: (970) 484-7756 Raptor Help Hotline: (970) 222-0322  
[www.rmrp.org](http://www.rmrp.org)

- Hands-on experience managing Virtuous CRM or similar nonprofit platforms (e.g., Salesforce NPSP, Raiser's Edge).
- Proficiency in donor segmentation, data integrity, reporting tools, and basic automation flows.
- Understanding of fundraising strategy and donor engagement best practices.
- Skilled in data management processes: imports/exports, deduplication, and bulk updates.
- Strong Excel/Google Sheets skills and comfort with CRM dashboards and reporting.
- Meticulous attention to detail, organizational skills, and ability to manage multiple timelines.
- Effective communicator and team player—comfortable working with both technical and non-technical colleagues.

## Preferred or Bonus Skills

- Familiarity with SQL, API integrations, and syncing CRMs with email/form platforms.
- Understanding of nonprofit data ethics and privacy regulations (e.g., GDPR, CCPA).
- Experience developing user training and internal documentation.

## Compensation & Work Environment

- **Hourly Rate:** \$20–\$26, commensurate with experience. Potential benefits available based off experience.
- Opportunities for professional growth and skill-building.
- Work in a collaborative, mission-driven team committed to wildlife conservation and community education.

## To Apply

Please email your **resume** and a **cover letter** detailing your interest in the role and alignment with RMRP's mission to:

**Carin Avila, Executive Director**

✉ [Carin@rmrp.org](mailto:Carin@rmrp.org)

**Subject line:** *Virtuous CRM & Data Administrator Application*

Applications will be accepted until the position is filled. Early applications are strongly encouraged.

**P.S.** If you love clean data, impactful storytelling, and want to help raptors soar—you just might be the person we're looking for.

Since 1987, the Rocky Mountain Raptor Program has rehabilitated and released thousands of raptors, educated hundreds of thousands about human/wildlife conflicts, and conducted research that helps more raptors survive in the wild. The RMRP is an independent, 501(c)(3) nonprofit organization, it does not receive any government funding or financial support from any national or international humane organizations. We are funded by you and other individual gift donors, foundation grants, corporate and local business support. No goods or services were received by the donor in exchange for charitable donation(s). Gifts to RMRP may be deductible under federal tax law. Federal Tax Identification Number 90-0131614.

**Lifesaving Rehabilitation and Research - Life-Changing Conservation Education**