



DEVELOPMENT COORDINATOR

Full-time position at the Cibolo Center for Conservation in Boerne, Texas

The Cibolo Center for Conservation's mission is the conservation of natural resources through education and stewardship. We provide programming for children, youth, adults and families while protecting and managing 160-acres of natural areas. Our dynamic team brings passion, creativity and knowledge to all that we do on our beautiful campuses along the Cibolo Creek.

SUMMARY

The Cibolo seeks a Development Coordinator who will participate as a member of the Cibolo's Development team in carrying out a wide range of routine activities and special assignments related to the attracting, tracking and stewarding member, donor and constituent relationships. This position ensures accurate recording of donations and prompt donor acknowledgement and will provide the necessary support to the Development department to reach annual fundraising goals for the organization. The Development Coordinator plays a primary support role for a fast-paced Development office that is charged with meeting financial goals through a robust fundraising program that includes major gifts, memberships and annual donations. This position will help manage the Cibolo's membership programs with a focus on member acquisition, renewals, retention, tracking and reporting.

The Development Coordinator will report to the VP of Development and work in collaboration with all departments across the Cibolo.

SKILLS AND EXPERIENCE NEEDED

- This position requires 3 years' minimum office experience, preferably within a development setting at a non-profit
- The Development Coordinator must have experience working with Microsoft Office and knowledge of donor management software a plus.
- Demonstrate an understanding of basic accounting procedures.
- Excellent writing and organizational skills.
- Proven aptitude to learn new software application programs as needed.
- Ability to respect and handle confidential information appropriately
- Excellent customer service and communication skills and the ability to work with a broad spectrum of people to include volunteers, donors, board members and staff
- Strong attention to detail

RESPONSIBILITIES

- Enters and manages donor constituent data including gift entries, acknowledgements, analysis and reporting using the DonorPerfect Constituent Relationship Management (CRM) system.
- Supports the implementation of donor cultivation and stewardship of the Cibolo's membership program as well as donor recruitment, retention and prospect research
- Process gifts in the form of cash, checks, credit cards, website donations, stock transfers, IRA transfers and matching gifts.



- Ensures the Cibolo complies and has the necessary documents on file with the various organizations for timely gift distributions including but not limited to Give Cloud, Save Safe, Network for Good, Blackbaud employee giving, ExxonMobil Foundation, Shell Foundation, etc.
- Record donor pledges. Prepare pledge report monthly and reconcile with Accounting Department.
- Accurately process the timely recording of all donations within 24 hours
- Write, prepare and mail receipt thank you letters for donors within 48 hours with appropriate gift designation noted
 1. Draft personalized thank you letters for all major donors and grant awards
 2. Send email thank you for all photo donations
 3. Notification of tribute gifts to named honoree
 4. Scan any pertinent incoming documents, file and distribute
- Prepare daily email with notification and designation of all gifts received for executive staff
- Acts as database administrator for the organization
- Ensures a high degree of accuracy and integrity of the database while maintaining complete confidentiality
- Adds all needed coding, field updates and other information for detailed donor gift and constituent tracking
- Maintain database to include all donor gift activity, program data, contact updates, biographical information and relationship data
- Maintain Donor Perfect database to include constituent program activity
- Clean and modify data as needed
- Ensures data integrity
- Assist with the annual financial audit
- Oversee all website donation activity for accuracy and follow up
- Prepares mailing list and donor acknowledgement roster for the newsletter and annual report
- Produces and ensures accuracy of customized mailing lists for outreach activities
- Assemble and maintain supply of promotional materials for the Development Department to include Cibolo stationery and envelopes, return envelopes, membership cards, Moondance passes, brochures and note cards
- Serves as point person for all membership inquiries and provides direct support to members
- Bank and mail liaison. Pickup mail at the Post Office and on the Cibolo campus daily, sort and distribute to respective recipients. Take deposits and other documents to the bank and outgoing mail to the Post Office as needed

APPLICATION:

- Position will remain open until filled. Please submit a letter of introduction and a current resume to: leigh@cibolo.org with *Development Coordinator* in the subject line.