



Job title	Development Coordinator
Reports to	Vice President of Development
Location	Cibolo Center for Conservation in Boerne, TX
Type	Full-time, exempt

Overview

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.

Position Summary

The Cibolo is seeking a Development Coordinator who will play 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, events and annual donations. This position will also help manage the Cibolo's membership programs with a focus on member acquisition, renewals, retention, tracking and reporting. This position carries out a wide range of routine activities and special assignments related to attracting, tracking and stewarding member, donor and visitor relationships.

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

Skills and Experience Needed

- Office or administrative experience, preferably within a nonprofit development or marketing setting
- Microsoft Office Suite experience 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
- Strong customer service and interpersonal communication skills with the ability to interact with a variety of community stakeholders including staff, Board members, businesses, community members, etc.
- Under the supervision of the VP of Development, manage solicitations including acquisition, renewal and special appeals for the Cibolo's annual membership program
- Provides administrative, event and marketing support to the Development Department



- 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.
- Write, prepare and mail receipt, acknowledgements and thank you letters for donors in a timely manner and with appropriate gift designation noted
- Prepare daily email with notification and designation of all gifts received for executive staff
- Ensures a high degree of accuracy and integrity of the database while maintaining complete confidentiality
- Prepares mailing lists and reports for the VP of Development and CEO
- Support the marketing and event management functions within the Development Department
- Special projects and assignments to support the organization and Development Department
- Evening and weekend work may be required
- Other duties as assigned

Application

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