Cibolo Center for Conservation
Position Description

Development Data Coordinator
Full Time
Location: Boerne, TX

The Cibolo Center for Conservation mission is to promote the conservation of natural resources through education and stewardship. We provide programming for children, youth, adults and families while protecting land, water and wildlife. The Cibolo has two campuses, the Cibolo Nature Center and historic Herff Farm. The Farm is a center for sustainable living where the community finds inspiring, practical ways to live in harmony with nature. Sustainable living enhances the quality of our lives and the lives of future generations by protecting our natural resources for years to come.

Job Description
To participate as a member of the CNC team by assisting the Development Department in carrying out a wide range of routine activities related database management, administrative follow up and donor management. The Development Data Coordinator reports directly to the Director of Development. The Development Specialist works closely with the Director of Development and Office Manager ensuring prompt donor acknowledgement and accurate donor records in the donor database. Together with the Director of Development, he/she will provide the necessary support to the development department to reach annual development goals for the organization.

Skills And Experience Needed
This position requires 3 years minimum office experience, preferably within a development setting at a non-profit. The Development Data Coordinator must have experience working with Microsoft Office programs, donor base management software (such as DonorPerfect), and demonstrate excellent organizational and communication skills. The position requires a proven aptitude to learn new software application programs as needed.

This person must be able to work effectively in a busy office environment and demonstrate straight forward communication skills, be a team player, and be self-directed and motivated. He/she will need the ability to prioritize and handle multiple projects or tasks and meet deadlines with limited supervision. The Development Data Coordinator must have excellent verbal skills with ability to communicate effectively and the ability to respect confidential information. The successful applicant with also possess strong problem-solving skills to include seeking out solutions to diverse challenges.

The position will work regular office hours 9:00 to 5:00 from Monday to Friday, but occasional nights and weekend work might be required.

- Must be able to bend, stoop, lift, carry up to 50lbs.
- Can safely operate vehicles and equipment.
- Must possess a valid State of Texas driver’s license.
- Must be able to pass a background check.
- Graduation from an accredited high school or GED
• Bachelor degree preferred.
• Proven relevant work experience.

Routine Duties:
  o Pickup daily mail for CNC, sort and distribute to respective recipients within the organization.
  o Accurately process the timely recording of any donations (within 24 hours) in DonorPerfect along with donor information.
  o Prepare and mail receipt thank you letters for all donors, and workshop or special event participants within 48 hours.
  o Mail out all membership materials for annual fund donors and maintain donor database of updated information.
  o Provide membership forms to Membership Coordinator creating accurate filing of member interest.
  o Make copies of all giving forms and checks, and file in membership notebook in development office.
  o Prepare and email daily donation spreadsheet query to include all donor activity to the, Executive Director, Development Director, Office Manager and Accounting Department.
  o Assist department in preparation of letters and mail outs for the Circle of Friends Campaign, special fundraising events such as the annual gala and various community events, and maintain all spreadsheets for event activity such as ticket sales, vendor sales, etc.
  o Record cultivation notes for touch system into the database for example: what action was taken with the donor or prospect to move them to give.
  o Run quarterly reports of donations.
  o Create and maintain orderly filing system
  o Scan letters, grant apps, receipts etc. into management system
  o The Development Specialist will perform other administrative and clerical duties as assigned by the Director of Development.

TO APPLY
Please submit a letter of introduction and a current resume to hr@cibolo.org with the subject line: Development Data Coordinator or click the button below.

The position will remain open until filled.