



## Great Springs Project Data Coordinator

### ABOUT GREAT SPRINGS PROJECT

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Great Springs Project (GSP) is a 501(c)(3) nonprofit organization working to create a greenway of contiguous protected lands between San Antonio and Austin over the Edwards Aquifer recharge zone. This green corridor will include an additional 50,000 acres of protected lands across four counties and be connected by a network of spring-to-spring trails, linking four of Texas' Great Springs: Barton Springs, San Marcos Springs, Comal Springs, and San Antonio Springs. Great Springs Project envisions unifying existing local efforts to address the most critical water, land, wildlife, and public health challenges facing the Central Texas region.

In a state in which less than four percent of the land is public, through preserving open space and developing a spring-to-spring trail for the benefit of all, GSP addresses social, health, and recreational equity.

### GSP DATA COORDINATOR OVERVIEW

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#### Position

Reporting to the Chief Development Officer, the Data Coordinator is a vital component to development and communications efforts and is responsible for maintaining the donor database, facilitating donor stewardship, and other development operations.

The successful candidate will be highly organized with exceptional attention to detail and have a background successfully working with data management systems.

#### Scope of Work

##### *Development*

- Oversee donor management system and maintain accuracy within the system; work in collaboration with the development team to achieve this objective
- Facilitate donor relationship, stewardship, and development initiatives through assistance in meeting preparations, presentations, and regular communications, stewardship support, tax letters, thank-you letters, donor tracking, and reporting prospect cultivation efforts
- Assist with writing and submission of grants and grant reports, as needed
- Assist in the coordination of fundraising events, large and small, which promote the Great Springs Project brand, communicate our mission, and support fundraising goals
- Support creation and execution of annual appeals (Holiday card, Amplify Austin, End-of-Year Campaigns, etc.).
- Establish best practices and standards of gift entry in agency database, Bloomerang, and spreadsheets
  - Process all donations, grants, and in-kind gifts
  - Prepare and mail acknowledgment and thank you letter

- Monitor and charge recurring donations, annual pledges, and major gifts using invoices, pledge reminders, and donor correspondence
- Create frequent and varied development reports to analyze income, track campaign progress, and advance donor stewardship and cultivation.
- Monitor and manage online giving forms specific to giving initiatives and events

#### *Communications*

- Create quarterly newsletter and email communications in coordination with staff
- Work with Grants Manager to create social media content and schedule posts regularly
- Create monthly staff reports and present at staff meetings
- Coordinate work with staff and private contractors as needed (City staff, graphic designers, events support, website, and social media)
- Update and maintain video archive for GSP
- Support and organize compelling marketing and educational videos and photos for distribution

#### *Administrative*

- Assist with administrative matters at the direction of CDO, including meeting set-up, office supply, equipment maintenance, and other duties as necessary
- Order/purchase stewardship gifts and maintain stock
- Purchase development and communications supplies, as needed
- Coordinate and schedule meetings, conference calls, and other administrative tasks for CDO
- Attend development team, staff, and other meetings at the direction of the CDO
- Maintain physical and electronic files

#### **Qualifications**

- Bachelor's degree required
- 1+ years project management experience in development and/or communications
- Computer fluency in MS Office, donor database software, and web applications required
- Great attention to detail is essential to success in the position
- Excellent interpersonal, analytical, and organizational skills, capable of working effectively with staff members, volunteers, and donors
- Energetic, self-motivated, flexible, and adaptable with a sense of humor

#### **Physical Demands & Work Environment**

At this time, the Data Coordinator position will be primarily remote with in-person meetings in coordination with the Development Team. While performing this job, employees may occasionally be required to talk, stand or sit for long periods of time, walk, key data, speak, and hear. As GSP's mission focus includes hiking, rivers, and springs, candidates for this role are expected to be passionate about green space. The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

Great Springs Project office is located downtown in Austin, Texas. The small office environment enjoys low noise levels, shared kitchen facilities, and a collegial atmosphere. Reliable transportation is required to attend frequent meetings off-site and occasional travel throughout the GSP four-county corridor, including Austin, San Marcos, New Braunfels, and San Antonio. Occasional evening and weekend hours may be required for events and to meet deadlines.

Great Springs Project is an Equal Opportunity Employer and will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation.

**Compensation**

Competitive salary commensurate with experience. Paid Time Off (PTO), health, and retirement benefits included.

**To Apply**

Interested candidates are asked to send a cover letter, resume, and three professional references to [info@greatspringsproject.org](mailto:info@greatspringsproject.org). Incomplete applications will not be considered. Please do not contact the GSP offices directly.