



## DEVELOPMENT DATA ASSOCIATE

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### Organizational Information:

The Galveston Bay Foundation (GBF) was founded in 1987 as a nonprofit organization to preserve, protect, and enhance Galveston Bay, one of the world's most productive estuaries. Our programs in advocacy, conservation, education, and research strive to ensure that Galveston Bay remains a beautiful and productive place for generations to come. To learn more about the organization and its programs, please visit [www.galvbay.org](http://www.galvbay.org).

<b>Position Title:</b>	Development Data Associate
<b>Reports to:</b>	Director of Development and President
<b>Classification:</b>	Full-time, exempt
<b>Salary Range:</b>	\$29,120 to \$33,280 (commensurate with experience), plus benefits
<b>Start Date:</b>	May 4, 2015

### Summary:

The Development Data Associate provides integral support as a member of the development team of a busy and growing environmental nonprofit organization in both database management and administrative capacities. The position serves as the primary keeper of GBF's constituent and donor database (Luminate CRM & Luminate Online) and is responsible for the accuracy and integrity of all constituent and contribution data within the database. The position also serves as an office administrator, performing routine tasks that help maintain consistency and efficiency in the workplace.

### Key Duties and Responsibilities:

- Maintaining GBF's constituent and donor database:
  - Entering data on a timely basis
  - Ensuring the accuracy and integrity of all constituent and contribution data on an ongoing basis
  - Promptly preparing and delivering acknowledgements and receipts
  - Generating appropriate reports from the database to meet the needs of the development and finance departments
  - Assisting with system updates and with the set-up of new campaigns, funds, designations, appeals, as needed
  - Troubleshooting issues with the database, as necessary
- Providing administrative assistance to GBF's President:
  - Managing calendar and scheduling appointments
  - Preparing monthly expense report
  - Distributing meeting materials to the Board of Directors, making meeting arrangements, and collecting RSVPs
- Providing general office administration and support:
  - Greeting visitors to the GBF office
  - Answering phones and handling messages
  - Checking and sorting mail
  - Coding and submitting daily bank deposits and creating appropriate documentation

- Ordering office supplies and distributing deliveries
  - Ensuring proper operation of basic office equipment (phone, multi-function printer, postage meter, etc.)
  - Maintaining a tidy reception area and workspace
- Managing special projects as assigned by Director of Development or President

#### **Key Qualifications:**

- At least 2 years of experience in an office administrative setting and in interacting with a sophisticated database; experience with a Luminate database and with TeamRaiser preferred; further experience in executive assistance preferred; nonprofit experience and college degree/coursework a plus
- Highly energetic and motivated personality with the ability to identify and respond to operational issues, specifically within data entry scenarios
- Strong organizational skills, a keen eye for detail, and quality control are imperative, as well as being able to multi-task and work on multiple projects at once
- A commitment to customer service; excellent interpersonal and communication skills, both verbal and written
- Proficiency in Microsoft Office software including Word, Excel, and Outlook and proficient typing skills
- Demonstrated success in working in a team-oriented environment as well as ability to work independently, once trained
- Ability to maintain confidentiality

The Galveston Bay Foundation office is located in Webster, Texas, in the Clear Lake area of Houston, approximately twenty-five minutes south of downtown Houston.

**To apply, email resume to [jobs@galvbay.org](mailto:jobs@galvbay.org) by Friday, April 3, 2015.**