



Development Coordinator

Bayou Land Conservancy (BLC) is a nonprofit organization that preserves land along streams for flood control, clean water, and wildlife. For 25 years BLC has been at the forefront of land conservation in the Houston region. With more than 14,000 acres protected in SE Texas, our land protection focus is the Lake Houston watershed, an area that provides the drinking water for millions of people each day. We also host thousands of people each year on our 14-mile Spring Creek Nature Trail, near The Woodlands. Our Spring Creek Greenway Ambassador Program provides environmental education to adults in our community and helps support our land conservation projects. Our office is located in northwest Harris County. To learn more about BLC, please visit www.bayouland.org or find us on social media.

Position Title:	Development Coordinator
Reports to:	Advancement Director (AD)
Classification:	Full-time, non-exempt
Compensation:	\$30,000-\$35,000, depending on experience. Benefit package includes paid vacation, sick leave and holidays, company sponsored health, dental & vision plans, eligibility for SIMPLE-IRA match up to 3%, flexible work schedule.
Location:	Our office is located in NW Harris County (249 and Jones Road), but because of COVID restrictions currently in place, remote work may be required.

Summary:

Development Coordinator (DC) is a new full-time position at Bayou Land Conservancy (BLC). The DC will help develop and support BLC's membership and donor programs. The DC oversees the management of BLC's constituent and donor database (Salesforce), and its strategic use in building donor relationships, member recruiting, and other campaigns and initiatives.

Key Duties & Responsibilities:

- Maintaining BLC's donor database:
 - Ensuring the accuracy and integrity of all constituent and contribution data on an ongoing basis
 - Generating appropriate reports from the database for analysis to meet the needs of the development, program, and finance goals of BLC
 - Assisting with system updates and set-up of new campaigns, funds, designations, and appeals
 - Troubleshooting database issues with Salesforce, as necessary, and maintaining current level of Salesforce knowledge – trainings, etc.
- Recommending database, process, and technology improvements that will benefit BLC, and its fundraising programs
- Oversee mailing of annual membership renewals throughout the year, and follow-up with members at the time of their renewal
- Work with AD, and Executive Director (ED), on annual appeals and campaigns to acquire new members
- Create and implement an overall annual giving strategy and establish short- and long-term fundraising goals for the program in conjunction with the AD.

- Create a process and policies document that supports donor stewardship and cultivation of prospects
- Assist the AD with special events, such as Wild & Scenic Film Festival, Land Lover Gala, Stewardship Society annual luncheon, and others as directed
- Attend meetings with the AD that support the advancement of BLC, including Annual Gala committee, Community Conservation committee, and other stakeholder meetings
- At the direction of the AD, develop and create marketing and communications materials, social media posts, and other outward-facing communications that support stakeholder and donor relations
- Be the “friendly voice on the phone” for donors and constituents calling the BLC office
- Support the AD, ED, program staff, and board members in developing and maintaining successful donor relationships
- Collaborate with Advancement Director to ensure BLC’s DEI&A goals are appropriately reflected in donor programs and communications with members and the public; and support BLC’s DEI&A charter and strategies and the accompanying implementation work plan, where applicable
- Other duties as assigned

Key Qualifications:

- Be able to leverage proficiency in Salesforce or other similar customer relations management platforms to manage sophisticated donor database. Experience with Salesforce preferred.
- Bachelor’s degree desired
- Highly energetic and motivated personality with ability to identify and respond to operational issues, specifically with data entry scenarios
- Strong organizational skills, with a keen eye for detail, and quality control are imperative, as well as being able to work on multiple projects at one time
- 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
- Working knowledge of Adobe software desired
- Demonstrated success working in a team-oriented environment as well as ability to work independently when trained
- A passion for BLC’s mission
- An ability to relate to diverse communities, and stakeholders with different backgrounds and perspectives
- Ability to work with sensitive information and maintain confidentiality. Final candidate will undergo a background check.

To apply, email resume and cover letter to mcarter@bayouland.org no later than April 15, 2021. No phone calls, please.

Bayou Land Conservancy is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual’s race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic. We value people of all experiences, backgrounds, and perspectives, and we understand that diverse perspectives are crucial to ensuring a successful organization.