

Job Title: Development Coordinator
Reports to: Development Director



Job Summary:

Camp Aranzazu is searching for a detail-oriented, growth-focused individual to join our development team! Working closely with the development director and development and communications project manager, the development coordinator will bring an entrepreneurial attitude to accomplish the administrative work needed to fundraise for our mission. The position is a remote position based in Houston, though will require occasional travel around South Texas, primarily to the Camp's facilities in Rockport.

Why Join Camp Aranzazu:

Camp Aranzazu offers a compensation package including health benefits covered by the employer, 401k matching, vacation, cell phone stipend, and professional development budget. The position's salary is budgeted at \$40,000. With a seasoned staff to provide support and guidance, this position offers growth and the ability to make an immediate impact. Located near Rockport, Camp Aranzazu (*pronounced ah RAN zuh zoo*) is a nonprofit, year-round residential camp for campers of all ages and abilities. "Aranzazu" is a Basque term that means "a spiritual place requiring a difficult path to reach."

Essential Job Duties:

- Manages all aspects of the Camp's donor database software, including gift entry and acknowledgement, reporting and analysis, maintenance, and reconciliation with the finance department
- Monitors stewardship and cultivation calendars, tracking donor touchpoints
- Maintains organizational charts, fact sheets, and camper demographic data
- Stocks collateral materials and inventories event supplies
- Provides end product support of marketing materials and mailings
- Assists with the identification and solicitation of raffle items and auction packages, entering these packages into a donor-facing auction software
- Communicates with event sponsors pre-event to register guests and share event details
- Assists in the organization of annual fund events, including stewardship and cultivation events
- Other duties as assigned

Experience and Skills:

- B.A. or B.S. degree from an accredited institution or comparable relevant experience
- Past experience with Bloomerang, Raiser's Edge, eTapestry, and/or other CRM software
- Proficient in Microsoft Office suite
- Aptitude for setting priorities in a fast-paced environment, while maintaining consistent quality
- Superior organization skills and attention to detail
- Ability to proofread, edit, and verify the accuracy of information
- Self-discipline to work independently and empathetic communication skills to work collaboratively
- Strong ethical standards
- Capacity to self-travel between Houston, San Antonio, Corpus Christi, and Rockport
- Ability to lift and/or carry up to 25 pounds, though work is typically performed in an office-based environment

To Apply:

Email your resume and cover letter to Kate Plouvier, Development Director, at kate@camparanzazu.org. Applications will be accepted through August 31st though interviews will occur on a rolling basis. Only candidates identified for further consideration will be contacted. Please note three professional references will be required from all finalists prior to an offer being made.

Camp Aranzazu is an Equal Opportunity Employer.