



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

DATA AND DONOR RELATIONS MANAGER

About Us:

The Greater Austin YMCA is a nonprofit community enterprise with a vision to cultivate thriving communities across Central Texas where every person benefits from an empowered and well-educated childhood, equitable access to opportunities, resulting in an elevated quality of life and the promise of a sustainable future. Founded in 1953 and anchored in three Central Texas counties, the Y has served close to 500,000 people and provided more than \$30M in financial assistance and program subsidies over the past 10 years. We operate 8 community centers and Camp Moody along with 6 early childhood education centers, 60 afterschool programs on school campuses in four districts, and 20 summer camps, with 1500 staff team members, 1000 volunteers, and a \$47M annual operating budget.

How you Will Power our Purpose (Job Summary)

Essential to the operations and success of the philanthropic goals of the organization, the Data Analyst is responsible for the execution and continuous improvement of the Development team's core systems and processes, data entry and management, creating and generating reports, as well as developing logic modeling for programs based on data analysis and providing thoughtful evaluation of the data collected. This leader maintains the accuracy, integrity, and tracking of all donor information, which allows for effective stewardship and execution of moves management plans. Reporting to the Associate Vice President of Development, this role will work closely with all Development team members as well as the Finance team to meet both team and organization-wide goals.

You will also support the enterprise's commitment to diversity, equity, inclusion, and belonging (DEIB) and the core character values of the YMCA. Reporting directly to the Associate Vice President of Development, you will partner closely with other senior leaders throughout the enterprise to achieve outcomes.

Annual Salary: \$55,000 - \$65,000, depending on experience

How You Will Make an Impact (Essential Functions)

Data Evaluation and Reporting (~60% of time)

- Establish and implement quantitative methods and strategies for data collection, analysis, and program evaluation for the Texas Youth & Government program.
- Establish and implement quantitative methods and strategies for data collection, analysis, and program evaluation for other key programs as identified by Executive leadership.
- Work with grant/foundation team to support letters of intent, grant proposals with analytical information, logic modeling, and data to support impact storytelling.
- Assist in the completion of grant follow-up reports in collaboration with Y staff.
- Provide regular analytical donor and gift reports to help inform the Development team strategies for goal-setting, fundraising tactics, and moves management plans.
- Produce queries, reports, wealth screening, and lists needed by Development staff for mailings, events, monthly performance indicators, and moves management.
- Support moves management efforts via donor CRM by providing weekly and monthly action tracking reports.
- Prepare detailed prospect profiles to team members that include biographical, financial, professional, philanthropic, and capacity information.

Database Management & Data Entry (~40% of time)

- Oversees the donation lifecycle, including entry of gifts and pledges, receipt and invoicing, gift acknowledgments, and all ancillary activities such as matching gift actions, memorials, honorariums, gift certification forms, etc.
- Maintains data integrity by following established standards, including constituent coding business rules, gift coding business rules, acknowledgment processes, and other standard operating procedures.
- Ensure gifts are entered and acknowledged in a timely and effective manner.
- Manage the collections process, producing monthly and annual pledge reminders and coordinating with relevant parties to facilitate fulfillment of pledges.
- Provide support to staff for events in which contributions will be collected. Assist with setting up and processing all revenue types generated by events.
- Manage monthly reconciliation process with the Finance team to ensure accurate revenue documentation, restrictions, and acknowledgment. Provide support during the annual audit as needed.
- All other duties as assigned.

What You Bring to the Community Enterprise

- Minimum of 3 years of experience in program data evaluation and analysis, with a focus on logic modeling.
- Minimum of 2 years of hands-on experience managing and maintaining CRM data, demonstrating proficiency in reporting, data entry, segmentation, process execution, and campaign management.
- Demonstrated strong analytical and critical thinking skills, enabling the translation of data into actionable insights.
- Exceptional attention to detail and a commitment to maintaining high levels of accuracy.
- Familiarity with fundraising software management programs is beneficial, with a preference for experience in Raiser's Edge, although not mandatory.
- Comprehensive understanding of fundraising cycles and best practices, including donor engagement strategies, donor stewardship activities, and moves management plans.
- Highly organized with the ability to thrive under pressure and manage multiple tasks concurrently.
- A commitment to maintaining the utmost confidentiality of sensitive information.
- Proficiency in Microsoft Word and Excel to effectively support various operational and reporting tasks.

You're a Cause-Driven Leader – You are effective at:

- **Advancing our mission and cause** – providing visionary leadership to ensure resources are mobilized to adapt to new challenges and needs in the community.
- **Building relationships** – connecting people to the Y's cause by developing inclusive relationships, partnerships, and collaborations to co-create solutions to pressing social needs.
- **Leading operations** – ensuring relevance, effectiveness, and sustainability of the organization so we can continue to fulfill our promise to the community.
- **Developing and inspiring people** – supporting the holistic development of self and others so everyone can embrace the Y's cause, sustain our culture, and inspire others to action.
- **You are Organized & Productive** – You are an expert at planning projects and timelines and imparting those organizational needs to others to drive results.
- **You Cultivate Innovation** – You are adept at creating new and better ways for the organization to be successful.
- **You are an Exceptional Communicator** – You are an expert at developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

- **You Posses Organizational Savvy** – You know how to maneuver comfortably through complex policy, process, and people-related organizational dynamics.
- **You are action-oriented and focus on results** - You easily take on new opportunities and challenges with a sense of urgency and a solutions-oriented mindset. You have a record of consistently achieving results.
- **You Build Networks** –You effectively build formal and informal relationships inside and outside the organization.
- **You are an Ultimate Storyteller** – You have a passion for crafting a compelling story that drives people to action.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, talk, and occasionally lift and/or move items, including equipment, furniture, and/or children. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We Take Care of Our People

Our mission isn't just a statement--it's a guiding force that shapes our actions every day. Rooted in our unwavering commitment to serving our community and esteemed team members, our mission is a true way of life. We're passionate about fostering health and wellness for all, and we're truly excited to introduce the following comprehensive benefits package that has been thoughtfully designed to prioritize your well-being.

- **Health Insurance:** We provide comprehensive health coverage, including medical, dental, and vision plans, to ensure the well-being of our employees.
- **Retirement Savings Plan:** We offer a 12% employer-funded retirement plan upon meeting eligibility, empowering employees to plan for their future.
- **Paid Time Off:** Work-life integration is important to us, which is why we provide up to 48 days of paid time off over vacation, holidays, and sick leave.
- **Additional Perks:** Free household membership to facilities operated by the Greater Austin YMCA, which is worth \$1,000 annually.

The organization has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

The Greater Austin YMCA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Greater Austin YMCA complies with applicable state and local laws governing non-discrimination in employment in every location in which we have employees. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Apply Here: [Greater Austin Y \(adp.com\)](https://adp.com)