



Data Manager [Part Time]

Organization: Leadership Austin

Location: **Austin, TX** (Hybrid)

Job Type: Part Time (20 hours per week)

Join a team building transformational leaders and civic impact across Central Texas.

About Leadership Austin: Leadership Austin is a nonprofit organization that connects and develops courageous leaders across Central Texas. Through transformative experiences, we help leaders turn individual growth into [community impact](#). We bring together business, government, and social impact leaders throughout the region for open and balanced community discussions. [Leadership Austin](#) is where individual growth blossoms into community impact. With a 45-year track record, Leadership Austin has been part of the leadership development journey for thousands of emerging and influential leaders with a 3,400-plus alumni community.

This is an exciting moment to join a fun, high-performing team as we implement our new strategic direction. This position will be part of a team advancing a comprehensive revenue strategy to bolster the Leadership Austin mission and grow our impact, working in collaboration with [staff](#), [alumni](#), and the [Board of Directors](#).

The Opportunity: The Data Manager (Part Time) is the organization's data custodian and plays a vital role in ensuring the accuracy, integrity, and effective use of Leadership Austin's data systems. This position manages the organization's donor and alumni databases, processes gifts and event registrations, and provides critical reporting and insights to support fundraising, programs, and operations. This position supports seamless experiences for Leadership Austin participants and stakeholders. The Data Manager works closely with the Chief Advancement Officer, Development Director, Development Specialist, and Marketing & Communications Manager.

Our Commitment: Leadership Austin is proud to be an equal opportunity employer and celebrate our employees' differences. We want applicants of diverse backgrounds and hire without regard to race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status. Differences make us better.

Experience & Skills

We don't expect you to check every box – what matters most is your potential and passion.

KEY RESPONSIBILITIES

Data Management & Reporting (40%)

- Serve as the primary manager of Leadership Austin's alumni and donor CRM database (Neon), ensuring data quality, integrity, security, and consistency across multiple platforms.
- Maintain and update alumni, donor, and constituent records; perform regular data audits and corrections.
- Provide internal staff training and support on relevant database functions, permissions, and best practices.
- Develop and maintain management reports, dashboards, and data analyses to inform fundraising strategies, communications efforts, and organizational decision-making.

Gift Processing & Acknowledgment (30%)

- Process charitable gifts, pledges, and event registrations in the CRM database.
- Prepare and distribute timely donor acknowledgments and tax receipts.
- Reconcile giving data with financial records in collaboration with Finance team.
- Generate reports on giving trends, financial transactions, and revenue performance.

Digital Customer Experience & Communication (20%)

- Manage event registrations and guest lists for key organizational events, including Leadership Austin Signature Events (Holiday Party, Welcome Reception, Courageous Leaders Lunch, Leadership Austin Conference) and partners events, such as Vision Council gatherings.
- In collaboration with the Development Specialist, manages system-driven communications to ensure a seamless digital experience, including coordinating registration workflows, sending confirmation messages and reminders, and executing follow-up communications.
- Supports event execution through onsite coordination, including check-in, guest assistance, and troubleshooting as needed.
- Assist in survey development and evaluation to gather actionable insights.
- Test and implement innovative digital tools and software that enhance the customer and donor experience.

Additional Responsibilities (10%)

- Support the coordination of annual fundraising and stewardship efforts.
- Contribute to process improvements and data management practices and policies that foster effectiveness, smart automation, efficiency and compliance.
- Perform other duties as assigned to advance the organizations' mission.



Qualifications

Minimum Qualifications (Required):

- Excellent organizational, analytical, and problem-solving skills
- Proven experience using nonprofit CRM database software (Neon CRM preferred)
- Proficiency in Google Workspace and Microsoft Office Suite with advanced Excel skills
- Strong attention to detail with the ability to verify and correct data errors
- Demonstrated ability to manage event logistics and registration
- Strong interpersonal and communication skills, both written and verbal
- Ability to maintain discretion and confidentiality in handling donor and alumni information
- Ability to work independently and manage multiple priorities in a part-time role.
- Ability
- to lift up to 25 pounds and transport event supplies and materials
- Ability to travel to/from the office and off-site events

Preferred Qualifications:

- Experience managing individual annual giving campaigns
- Familiarity with fundraising software and online giving platforms
- Knowledge of data collection, evaluation, and reporting best practices
- Proficiency with Canva or similar digital design tools
- Familiar with digital communication tools (Mailchimp, Constant Contact)
- Experience optimizing user journeys across multiple systems and touchpoints
- Strong copywriting and editing abilities
- Understanding of fundraising best practices and the gift lifecycle as defined by the Association of Fundraising Professionals (AFP)

Compensation

- **\$26-\$32 per hour**, commensurate with experience.
- Generous paid time off (PTO) and professional development opportunities.

Work Environment

- Highly collaborative and supportive team environment.
- Training on Leadership Austin systems and processes will be provided.
- Flexible hybrid schedule: remote work on Mondays and Fridays, in-office hours Tuesday-Thursday.
- Occasional evenings or events outside standard working hours may be required.

To Apply: Submit your application before **8:00 am Nov. 24, 2025**. We will review applications immediately and continue on a rolling basis until the position is filled. Email careers@leadershipaustin.org with questions.