Title: **Development Data Administrator**
Reports to: **Development and Communications Director**
Location: **Austin, TX**
Type: **Full-Time**

About Austin Sunshine Camps (ASC):
The mission of ASC is to provide the magic of overnight camp without the barrier of cost. We envision a world where all children have a place to grow, connect and explore. Since 1928, ASC has provided free, fun-filled overnight summer camp programs for children by partnering with families who face barriers to accessing such programs.

ASC's Overnight Summer Camp is our flagship program and is accredited by the American Camp Association (ACA), which represents the industry's highest standard. Each summer, we provide four sessions of overnight summer camp to 500-600 children ages eight to 15. Our eight to 11-year-olds attend our Zilker Camp in Zilker Park and our 12 to 15-year-olds attend our Lake Travis Camp in Marble Falls. For 10 days and nine nights, they swim, canoe, hike, learn new skills, create crafts, make music, and much more.

During the school year, we engage with our camper families, providing a variety of programming and events that allow them to feel a part of the larger ASC family as well. By deepening the relationship with our campers' families throughout the year, we significantly increase the likelihood that campers will return year-after-year, increasing the opportunity to create lasting impact on the child's life, education, and future career.

About this position:
The Development Data Administrator ensures the integrity, accuracy, and strategic use of ASC's donor and constituent data. This role oversees gift processing, acknowledgment systems, and data entry, while also managing reporting and wealth screening to inform fundraising strategy. The Admin will implement data health and enrichment processes, build reports for staff and board, and provide actionable insights into donor trends. By stewarding ASC's donor database, this role is essential to effective fundraising operations, donor stewardship, and campaign success.

Who we're looking for:

ASC seeks a Development Data Administrator who believes in our:

- **Mission:** Austin Sunshine Camps provides the magic of overnight camp without the barrier of cost.

- **Vision:** We envision a world where all children have a place to grow, connect, and explore.
- **Core values:** Action, Authenticity, Compassion, Connection, Exploration, Fun, and Growth.

Key Responsibilities:

- Manage ASC's donor database (Currently Salesforce, will be Raiser's Edge), ensuring accuracy, consistency, and proper coding of all constituent records.
- Serve as a core implementation partner during ASC's migration from Salesforce to Raiser's Edge, supporting data readiness, validation, and ongoing testing.
- Process and acknowledge gifts in a timely manner; ensure tax receipting and stewardship standards are met.
- Generate regular development reports and dashboards for staff and board leadership.
- Conduct wealth screening and research to support donor pipeline development.
- Maintain data health through audits, clean-up, and enrichment strategies.
- Support campaign segmentation and list-building for appeals, newsletters, and events.
- Train and support staff on database best practices and usage.
- Collaborate with the Development & Communications Director to track campaign progress and donor engagement.
- Ensure compliance with data protection, privacy, and gift processing standards.
- Perform general administrative tasks and data entry to support fundraising operations and ensure accurate recordkeeping.
- Maintain data consistency between Raiser's Edge, Classy, and QuickBooks
- Create and send invoices for open gifts and pledges, secure updated payment information for lapsed gifts
- Stay current on CRM features, data management best practices, and emerging technology tools to enhance database efficiency and utility.

Requirements:

- In love with the mission of Austin Sunshine Camps
- 2-4 years of experience in a nonprofit operations, data, or fundraising support role
- Direct experience managing a donor CRM (Raiser's Edge or comparable nonprofit database)
- Strong understanding of gift processing, pledges, acknowledgements, and fundraising data flows
- Strong attention to detail and organizational skills
- Experience in donor data management, reporting and analytics
- Strong communication skills for training and collaboration
- Ability to manage multiple priorities and meet deadlines
- Willing to become Ropes/Challenge Course Certified and work as part of the team to conduct Ropes Course sessions for campers, volunteers, renters, and other stakeholder groups when needed
- Must pass a National Enhanced Criminal Background Check

Compensation and benefits:

- **Salary:** The salary range is $50,000-$55,000 based on qualifications and experience
- **Health, dental, and vision insurance:** ASC covers 50% of employees' health, vision, and dental insurance in the first year of employment, increasing by 10% at every work anniversary
- **Short-term disability & Life Insurance:** ASC provides short-term disability and life insurance to full-time employees
- **Paid Time Off:** ASC has an unlimited PTO policy
- **Work Hours and Location:** ASC has flexible working hours and location when programs are not in session, or the employee's in-person presence is not necessary. ASC's office is located in the heart of Zilker Park.
- **Retirement Plan:** ASC matches the employee contribution, up to 3%, in a Simple IRA+ plan
- **Family-friendly:** ASC is a family-friendly work environment. Employees' children have the option to attend all sessions of overnight camp

How to apply - Email a cover letter, resume, salary requirements, and three references to Ashley Howard at ashley@sunshinecamps.org with "Development Data Administrator in the subject line.