

# Urban Roots

## Stewardship and Database Coordinator



**Employer:** Urban Roots

**Position:** Stewardship and Database Coordinator

**Reports to:** Development Director

**Location:** Austin, TX

**Full-Time, Exempt, Salaried, Benefits**

**Starting Salary Range:** \$40,000-43,000, commensurate with experience. Significant employer contribution toward health insurance benefits coverage (health, dental, & vision)

### **Who We Are:**

Urban Roots works with youth leaders to grow fresh food and build a community dedicated to food equity. The only farm-based youth development and community impact organization in Austin, we have served over 500 youth through paid internships that support their growth as leaders. This past growing season our staff, youth interns, and volunteers harvested over 35,000 pounds of sustainably grown produce across our two farms in east and south Austin. We donated 75 percent of that to increase food access to underserved communities through our programs and food access partners.

To learn more about Urban Roots, we encourage you to visit our website and check out this video from [CBS News/ Go Daddy](#), and this [article in Culture Map Austin](#).

### **Job Summary:**

The Stewardship and Database Coordinator is a key member of Urban Roots' Development team and is responsible for executing donor stewardship activities. This individual will work closely with colleagues across the organization to ensure the impact of giving is consistently and clearly communicated to Urban Roots' community of supporters. The Stewardship and Database Coordinator is responsible for accuracy, efficiency, and retrieval of donor records in Urban Roots' Constituent Relationship Management (CRM) database. The right candidate values relationships and community, respects the role and importance of donors in achieving the nonprofit's mission, and is excited by the opportunity to help a small nonprofit grow into its next phase.

This role requires the Stewardship and Database Coordinator to work from the office, but will work out a schedule with the Development Director on which days and how often they will need to work in the office versus at home.

### **Essential Job Duties:**

The Stewardship and Database Coordinator's tasks will include, but are not limited to:

- Enter new or updated constituent, gift, and grant award information into Urban Roots' CRM database to ensure accuracy of donor/corporation/foundation profiles and accounting
- Process donations within 48 hours of receipt in adherence to Urban Roots's contributed support practices
- Produce and deliver timely donor acknowledgement letters and assist in the benefit fulfillment process
- Produce regular donor stewardship communications (e.g. letters/emails/calls) that demonstrate philanthropic impact
- Properly code both donors and incoming funds in database for tracking and targeting purposes
- Work closely with the Finance department to reconcile entries on a regular schedule
- Perform regular database maintenance of gift and donor data to ensure accuracy
- Create mailing lists and other reports for annual fund campaign and other donor outreach

- Support the coordination of special events, fundraising events and stewardship programs for donors, corporate partners and other affinity groups
- Support a culture of cross-organization communication, collaboration and information sharing
- Other duties as assigned

**Qualifications and Personal Characteristics:**

- Self-starter and high degree of personal and professional drive
- Strong grammar, writing, editorial, and research skills
- Highly organized with the ability to implement and continually improve systems and processes
- Ability to manage time effectively and meet deadlines
- Experience with donor database systems, particularly Blackbaud a plus
- Proficient in the Google Workspace and Adobe Acrobat
- Detail-oriented, accurate and a strong attention to specificity
- Enjoy working with a collaborative team
- Eager willingness to assist others during high-volume work periods
- A commitment to justice and sustainability, a great sense of humor, and a desire to still learn and grow

**Bonus Skills:**

- Experience working in a fundraising or development team
- Experience working in Blackbaud or similar donor database
- Experience with navigating systems that support the donor engagement cycle to include research, cultivation, solicitation, and stewardship

**Compensation:**

This is a full-time position and salary is commensurate with experience. The salary range is \$40,000 - \$43,000.

Benefits include:

- Significant employer contribution toward health insurance benefits coverage (health, dental, & vision).
- Employer-paid short-term and long-term disability insurance
- Time off:
  - 120 hours per calendar year of paid time off (PTO), prorated according to start date;
  - 11 additional paid holidays (including your birthday) and the work days between Christmas and New Years Day
- Extras: A fun and flexible work culture and farm fresh vegetables to take home!

**Application Process:**

- Resumes and inquiries should be emailed to [jobs@urbanrootsatx.org](mailto:jobs@urbanrootsatx.org)
- Use email subject line “Stewardship and Database Coordinator Application”
- REQUIRED: A PDF of your resume and cover letter that briefly answers: What excites you most about this role at Urban Roots?

The application period closes **August 15th**. Applications will be reviewed on a rolling basis. This position is available immediately and will remain open until filled. Because of our work with youth, final round candidates will be given a background and driving records check before an employment offer is finalized. Phone call inquiries will not be accepted.

**Urban Roots is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color; LGBTQIA+ identified people; people with differing abilities and genetic differences; veterans; and people who speak, read or write a language in addition to English.**