



Job Description: Development Data Specialist

Reports To: Vice President of Development

Status: Non-Exempt

Prepared By: Sara K Pfeifer, VP of Development

Approved By: Lisa Ewell, HR Director

Date: May 29, 2019

JOB SUMMARY

The Development Data Specialist at The DoSeum will serve as the glue to a high impact, innovative, and joyful fundraising team. With an overall opportunity to celebrate donors of The DoSeum by gift processing, recognition of donors, and data, as well as financial, integrity in the development system. S/He must demonstrate a helpful and professional interaction with all stakeholders. This position is responsible for project management of donor analytics, logistical support, administrative work, reporting and database management.

This is a full-time, salaried, exempt position which will require occasional work beyond normal business hours and during some weekends. Reporting to the VP of Development, s/he will also serve as a resource for all members of The DoSeum team.

ESSENTIAL RESPONSIBILITIES

- Provides administrative support to VP of Development.
- Supports Development Board Committee to include meeting preparation as well as the Board Engagement report highlighting financial commitments and event tracking.
- Administrative support for Development team to include scheduling, capturing minutes, order office supplies, submit and reconcile expense reports, prepare and monitor invoices, etc.
- Manage logistics for all Development events to include facility request and day of set/clean up.
- Document Development SOP's and operating manuals for database.
- Lead department in data integrity, financial accuracy, and ensure mailing lists are accurate.
- Manage, track, and report on the monthly giving dashboard; a comprehensive report for Development Team.
- Conduct biographical and financial research using electronic databases, on-line reference resources and printed resources, in an effort to update constituent records.
- Run complex queries to include a multitude of constituents to support all DoSeum events and other development outreach efforts. Cleaning list and providing all necessary communications vehicles is critical.
- Assist Donor Relations Manager by managing mail house relationship, to include but not limited to acquiring bids for print and mail, as well as timelines for fundraising appeals.
- Ensure that timely and accurate recognition and acknowledgement of all donations and Circles Society membership are signed and mailed within 72 hours of gift.
- Collaborate with Finance staff to ensure that all gift revenues and expenses are properly recorded; provide year to date and year-end donor database reconciliation monthly; and assists with Altru database inquiries during the annual audit process.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree required
- Minimum of three (3) years' experience in project management, administrative support or relevant experience, preferably with a database in non-profits.



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- Ability to work well under pressure, multi-task, establish priorities, meet deadlines, and follow through on assignments.
- Strong database management skills. (Blackbaud Altru preferred)
- Financial acumen is necessary.
- Must be curious, self-starter, analytical and implement.
- Highly developed Excel skills, attention to detail, and organization.
- Or equivalent combination of education and experience

KNOWLEDGE, SKILLS, and ABILITIES

To perform the job successfully, an individual should demonstrate the following:

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Organizational Skills, Attention to Detail & Adaptability** - Manages competing demands; Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas; Able to deal with frequent change, delays, or unexpected events; Asks for and offers help when needed; Ability to work in a complex organization, work with all Museum team members, flexibility, and willingness to negotiate and compromise.
- **Communication & Interpersonal Skills** - Clarity of speech, remaining calm and focused, negotiate and make effective presentations to diverse groups. Edits work for correct data, spelling, and grammar. Ability to read and comprehend simple instructions, short correspondence, and memos.
- **Ethics & Judgment** - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; Upholds and demonstrates museum values. Willingness and ability to seek-out, share and adopt ideas and best practices in and outside the institution and embraces change introduced by others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Flexible working hours; requires working some events on weekends, days and evenings.
- Variable exposure to noise, weather and elements.
- Constant working with the public and employees.
- Ability to lift up to 35 lbs.

The above statements are intended to describe the general nature of work performed by the Development Data Specialist. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time at the discretion of the CEO. The DoSeum is an equal opportunity employer.