



# AMERICA'S CAR MUSEUM®

**Now Seeking Candidates For The Following:**

## **DEVELOPMENT DATABASE COORDINATOR**

**REFERENCE JOB#:** W1200

**OPEN:** January 29, 2013

**CLOSES:** When Filled

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<b>HIRE STATUS:</b>	<b><u>Regular Employee</u></b>	<b>DEPARTMENT:</b>	<b><u>Development</u></b>
<b>FTE STATUS:</b>	<b><u>Full – Time</u></b>	<b>DRIVING CLASS:</b>	<b><u>Required</u></b>
<b>FLSA CLASS:</b>	<b><u>Non-Exempt</u></b>	<b>SUPERVISES:</b>	<b><u>No Direct Reports</u></b>
<b>REPORTS TO:</b>	<b><u>Chief Development Officer</u></b>		

**America's Car Museum is an Equal Opportunity Employer**

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### **GENERAL SUMMARY:**

The Development Database Coordinator oversees the maintenance and administration of the Altru Database, including coordination of updates, data input, data maintenance, and coordination with end-users across all departments. The Development Database Coordinator is part of the Development Team and is supervised by the Chief Development Officer. Responsibilities include: Serving as the Liaison between Blackbaud and the Museum; Providing oversight of data quality, structure, and management within the Altru database; Training and coordinating training for end-users; Overseeing data enrichment and the cleansing of data moving in and out of the Altru system; Troubleshooting database problems, issues, and concerns; Creating, structuring, and producing reports and quality data for use by data consumers throughout the museum; Interfacing with administration to ensure successful delivery of information in a supportive role; and, Assisting the Chief Development Officer with various administrative tasks.

### **QUALIFICATIONS:**

The incumbent for this position must be at least 21 years of age and possess: an AA or AAS with a minimum of three (3) years development or database experience OR a BA/BS with a minimum of one (1) year development or database experience. Within the experience requirement, the incumbent must have at least one (1) year experience entering data and creating reports in Raiser's Edge or Altru. Experience in Altru is preferred. The incumbent must be a team player able to work independently and collaboratively among all departments within the Museum.

### **Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment and education records, and personal references;
2. A solid proficiency in the English language with professional abilities in oral and interpersonal communications. Bilingual abilities are preferred;

3. A solid understanding in database data management and a proficiency in database report creation;
4. Intermediate to advanced skills in M.S. Word, Excel, and Outlook
5. A keen attention to detail with the ability to critically analyze and resolve quantitative and logistical problems;
6. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
7. A proven ability to multi-task and prioritize competing tasks while meeting deadlines;
8. A willingness to maintain scheduling flexibility for occasional evening and weekend work.
9. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude;
10. The skills and ability to positively and professionally function as part of a team environment and promote teamwork with a positive and solution-focused attitude;
11. The interpersonal skills, sensitivity, and ability to professionally interact with a diverse range of people of all ages, socio-economic groups, and personality types.
12. The ability to: Work on the computer for extended periods of time; Visually inspect and compare written data; Read and interpret instructional material; Communicate clearly in both verbal and written forms; and, lift and transport up to 25lbs periodically.

## **APPLICATION PROCESS:**

To apply for this position, include all of the following:

**NOTE: All application materials must be received to be considered for this position.**

1. Cover letter (*include specific job reference # W1200*)
2. Resume (*must include salary history*)
3. Professional references (*minimum of three*)

Email all application materials to [hr@lemaymuseum.org](mailto:hr@lemaymuseum.org) or fax to 253-779-8499.

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