

AMERICA'S CAR MUSEUM®

Now Seeking Candidates For The Following:

DEVELOPMENT DATABASE COORDINATOR

REFERENCE JOB#: W1200

OPEN: 06/17/13

CLOSES: When Filled

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

HIRE STATUS: Regular Employee DEPARTMENT: Development

FTE STATUS: Full – Time DRIVING CLASS: Required

FLSA CLASS: Non-Exempt Supervises: No Direct Reports

REPORTS TO: Chief Development Officer BENEFITS: Eligible

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.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. These requirements are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

- 1. Serve as the internal subject matter expert and end-user support for the Altru data management system to all departments within the Museum
- 2. Maintain the integrity and accuracy of the data within the Altru database;
- 3. Ensure all end-users are adequately trained in use of the Altru system;
- 4. Support the Development Department's fundraising efforts and cross departmental data needs through database management, coordination, and accurate reporting;
- 5. Coordinate and cooperate interdepartmentally to broaden the use and integration of the Altru data management system to further the mission of the organization.
- 6. Support the goals of the Development Department through the completion of various administrative duties and tasks.

MAJOR RESPONSIBILITIES:

Under the direction of the Chief Development Officer, the Development Database Coordinator will be responsible for the following major responsibilities:

- 1. Developing, managing, and coordinating the implementation and utilization of the Altru data management system throughout the Museum;
- 2. Providing oversight for data enrichment, quality, structure, and cleansing of data moving in and out of the Altru system;
- 3. Streamlining data processing, flow, and reporting;
- 4. Serving as the internal subject matter expert and support for all end-users, including training, troubleshooting, and creative brainstorming;
- 5. Creating and disseminating weekly, monthly, annual, and periodic reports for Development department and cross departmental use, as scheduled and as needed;
- 6. Completing various administrative duties in support of the Development Department and organizational objectives of the Museum.
- 7. Maintaining professional boundaries and behavior, including a positive, collaborative, solution focused, and team-oriented attitude.

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 a relational database, preferably Raiser's Edge or Altru. Additional relevant experience may substitute year for year for the educational requirement. 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
- 3. Professional references (minimum of three)
- 4. Salary History (Must be incorporated into resume, email or attachment)

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.

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