

- Title:** Database and Development Associate
- Department:** Development
- Classification:** Non-Exempt
- Hours:** 8:00 a.m. to 5:00 p.m., Monday through Friday, with occasional evenings and weekends.
- Reports To:** Development Coordinator , Director of Corporate & Workplace Giving, Director of Individual and Planned Giving
- Supervises:** Occasional temporary workers

ArtsFund Mission:

ArtsFund strengthens the arts in the region by raising and responsibly allocating funds to promote artistic and organizational excellence and by advocating for all the arts.

Summary:

This position will support the development department by assuming primary responsibility for the maintenance of the donor database and all associated activities including gift/data entry, donor acknowledgements and benefits, updates, helping develop organizational procedures for database management, training staff on approved procedures, and providing recommendations for improvement and implementation of a new fundraising database. This position will also assist other members of the development department with events, mailings and general office tasks as required.

Essential Duties and Responsibilities Include:

- Database Conversion (until conversion is complete)
 - Assist with the conversion from PledgeMaker to Raiser's Edge/Blackbaud. A key duty in this conversion will be to make recommendations to supervisor for designing and implementing consistent coding for all records so staff can produce queries and reports efficiently. The Database Associate will coordinate closely with the rest of the development staff throughout the conversion.
 - Work with development staff to create data entry standards and a comprehensive database manual.
 - Implement the post-conversion process of transferring, updating and maintaining all donor, prospect and volunteer information.

- Coordinate ArtsFund's acknowledgement and benefit program, assuring timely gift entry and acknowledgement (within 48 hours of receipt of gift). Includes:
 - Work with development staff to enter donor and prospect information and apply appropriate database coding for each record in an accurate and timely manner.
 - Work with Director of Finance and Operations to ensure gift entries match records maintained by accounting department.
 - Produce appropriate gift acknowledgement letters and monthly gift invoices within 48 hours of the receipt of the gift or pledge.

- Create regular fundraising status reports, and has the ability to conduct queries to retrieve data and create lists based on requested parameters when requested by staff.
 - Learn and remain current on software features. Train staff on donor software features and oversee data entry integrity.
 - Assist in the creation and distribution of donor benefits: Corporate donor ticket program, individuals' Arts Access Card, annual poster, etc.
 - Produce accurate donor lists for publication in newsletters, annual reports etc.
 - Ensure hard copy donor files are properly maintained, and coordinates temporary help when needed for filing etc.
 - Provide supervision to temp employees on data entry projects (temporary support may be hired during high volume seasons).
- Assist with all Development mailings as requested by Development Staff including:
 - Compiling accurate mailing lists
 - Proof reading final texts
 - Securing supplies and postage as needed, and working with mail houses
 - Conduct mail merges
 - Working with staff, temporary and/or volunteer help as needed to rapidly complete mailings from stuffing and posting to delivery to post office.
 - Assist coworkers with various meetings, events etc as requested, including:
 - Attend and take minutes at meetings as requested
 - Compile accurate mailing lists
 - Collecting RSVPs
 - Nametag production
 - Assist with on-site activities including transportation of materials, check in, photography etc.
 - Collaborate with coworkers on answering general office phones, covering reception duties during breaks and vacations and, in general, supporting smooth office operations and fostering a collegial, mutually supportive work environment
 - Perform other duties as assigned by the Development Coordinator , Director of Corporate & Workplace Giving, Director of Individual and Planned Giving

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with a high level of accuracy, personalization and attention to detail. The requirements listed below are representative of the knowledge, skill and/or abilities required for success.

- Accuracy and High Attention to Detail: Concentration and skill necessary to correctly enter sometimes high volumes of complex data and to identify and correct errors.
- Computer Skills: Advanced proficiency with Microsoft Word, Excel and Outlook required, especially mail merges. Minimum two years' experience working with Raiser's Edge/Blackbaud or similar database strongly preferred.
- Mathematical Skills: Ability to calculate accurately figures and amounts such as totals and percentages required.

- Education and Experience: Bachelors Degree required. Two years office and data entry experience preferred.
- Communication Skills: Fluency in the English language, especially grammar and spelling required. Ability to draft text and proofread written documents. Ease in answering questions from co-workers, volunteers, donors, and prospective donors.
- Work Style: Effective work prioritization and ability to move smoothly from one project to another in a sometimes very busy environment required. Ability to maintain accuracy and attention to detail in face of shifting demands of busy work environment.
- Certificates, Licenses, Registrations: Maintain a valid driver's license, proof of work eligibility required. This position requires transporting of materials between venues.
- Access to vehicle is preferred
- Ability to lift up to 40 pounds.

Work Environment and Conditions:

ArtsFund is a non-smoking office located in the lower Queen Anne area of Seattle, WA. with free parking. The noise level is low to moderate and there is very limited exposure to physical risk.

At Will Employment; Performance Reviews:

Employment will be on an at-will basis and may be terminated at any time for any reason upon written notice. A performance review will be scheduled within the first three months of employment and at least annually thereafter.

Compensation:

Package includes vacation and holidays and medical, dental and vision insurance, 403(b) contribution. Competitive salary DOE.

To Apply:

Please send a resume, cover letter and three references to Brandonk@artsfund.org. This position will be open until filled. Please no phone calls. ArtsFund is an Equal Opportunity Employer