

Associate, Database & Development Records

Department: Development

Budget Cost Center: Development

Reports to: Assistant Director of Data Management & Development Operations

Classification: Exempt

Job Type: Professional

The Studio Museum in Harlem is the nexus for artists of African descent locally, nationally and internationally and for work that has been inspired and influenced by black culture. It is a site for the dynamic exchange of ideas about art and society. The Studio Museum in Harlem was founded in 1968 by a diverse group of artists, community activists and philanthropists who envisioned a new kind of museum that not only displays artwork but also supports artists and arts education. Looking towards its 50th anniversary in 2018, the Museum is preparing to bolster its programming and fundraising and to prepare the groundwork for the institution's vital next chapter, which includes a building campaign.

The Development Associate, Database & Development Records is responsible for a variety of administrative tasks, including but not limited to:

GIFT PROCESSING AND DATA ENTRY

- Entry and processing of all museum gifts (membership, donations, pledges, grants, event tickets) via Raiser's Edge (RE) and Online Express
- Training and monitoring of other staff usage of RE as dictated by departmental needs
- Controls gift transmittal procedures, reconciles daily totals, issues and distributes reports
- Works with Finance for wire and stock contribution entries, gift adjustments, and the reconciliation of monthly budget and fiscal year-end income

RAISER'S EDGE

- Primary contact for RE troubleshooting prior to escalation to Assistant Director
- Maintenance and setup of yearly appeals, funds by fiscal year, events, and other RE Database configurations
- Builds and modifies advanced queries, imports, exports, reports and other functions
- Works with the Development team to confirm the accuracy of credit lines and supporter lists
- Actively oversees and supports cross departmental RE events, RSVP via Online Express, iPad check-in via RE Event App as needed

DEVELOPMENT RECORDS AND DOCUMENTATION

- Maintains the RE handbook and coordinates with staff for the maintenance of procedural documentation
- Works to improve record retention policies and processes in compliance with the organization's policies and procedures
- Helps maintain departmental PCI compliance and filings with Better Business Bureau, GuideStar and other standard charities registrations
- Monitors development department's general inquiry phone line and email in a professional and courteous manner

- Collaborates to support Development staff, specifically the Special Events team during Gala and Luncheon
- Supports staff from other departments using RE as needed

REQUIREMENTS:

- BA in a relevant field
- Exceptional organizational skills, attention to detail and responsiveness
- Over 40 wpm/8,000 kph ten-key accurate entry
- Familiarity with Raiser's Edge or other fundraising databases, proficiency with Microsoft Word, advanced Excel
- Strong verbal and written communication skills
- Pleasant demeanor, interpersonal skills and adaptable team player
- Ability to handle proprietary and confidential information

The position is based in Harlem, New York.

Please forward application materials in one PDF to: job.assoc.dev.admin@studiomuseum.org

Salary commensurate with experience, skills and knowledge.

Please note that while careful consideration will be given to each submission, the Museum will only be able to contact those applicants whose knowledge, skills and work experience best fit the requirements of the position.

No phone calls or faxes, please.

The Studio Museum in Harlem is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, gender identification, national origin, creed, disability, marital status, sexual orientation or political affiliation.