

**Employment Opportunity**  
**George Eastman Museum**  
**International Museum of Photography and Film, Rochester, NY**

**DEVELOPMENT DATABASE ADMINISTRATOR**

**Department:** Development  
**Reports To:** Director of Annual Giving  
**Start Date:** March, 2018  
**Posting Dates:** February 15 – March 1, 2018

**Job Summary:**

The Development Database Administrator is responsible for day-to-date management of The Raiser's Edge database and data pertaining to nearly 160,000 museum constituents. Working under the general guidance of the Director of Annual Giving, the Development Database Coordinator processes Annual Fund and restricted contributions; tracks contributed revenue against fundraising goals; maintains the integrity and security of the database; oversees all gift accounting in collaboration with the Business Office; tracks pledge payments; maintains donor files/records; and updates/maintains all database policies and procedures. The Administrator also provides ongoing training for Development colleagues in the use of The Raiser's Edge and best practices.

**Responsibilities:**

**Database Management and Reporting**

- Develop/maintain standard and custom queries and reports.
- Collaborate with Development colleagues and the Marketing and Engagement department to pull and export donor/member data for all external and internal uses, including the museum's Annual Report, direct mail, emails, and other fundraising.
- Monitor and administer database security, integrity and maintenance of Raiser's Edge; perform regular data integrity checks via querying and system review including, but not limited to, de-duplication and financial and data continuity.
- Collaborate with Business Office to ensure financial integrity, daily balancing, monthly and annual reconciliation, and accurate gift processing.
- Train and oversee Development staff in proper use of Raiser's Edge. Proactively assist users in determining more efficient ways to utilize Raiser's Edge and provide support to users when errors and issues arise.
- Create and implement up-to-date Standard Operating Procedures for entry and reporting and ensure all entries conform to these procedures.
- Serve as liaison to IT for all Raiser's Edge systems-related needs.

**Gift Processing**

- Manage data entry procedures and gift processing for all annual fund and restricted gifts to the museum in a timely and accurate fashion. Analyze gifts to determine appropriate campaigns, funds, and appeals for each gift to be processed.
- Collaborate with Member Services and Annual Giving Coordinator in processing membership gifts, member benefits fulfillment, and gift acknowledgements.

**Other**

- Supervises volunteer support, as needed.
- Assist with Development Office tasks and museum member events, as needed.

**Physical Activity:**

This position regularly requires standing, walking, and sitting, speaking, hearing and seeing. Work takes place in an office environment with moderate to light noise.

**Qualifications:****Education Requirements:**

- Bachelor's degree and three years of non-profit development office experience.

**Experience Requirements:**

- A minimum of three years of experience with The Raiser's Edge, including knowledge of and experience with Crystal Reports, building queries (including complex queries and exports), gift processing, and database management.
- Demonstrated knowledge of the principals and practices of nonprofit fundraising operations, gift entry and administration, donor stewardship, database administration, records management, and IRS regulations regarding charitable giving.

**Skills and Competencies Requirements:**

- Solid understanding of the data and reporting needs of a development office.
- Excellent organizational skills, including the ability to prioritize and manage multiple tasks with minimal supervision, meet deadlines, and use logic and analysis to troubleshoot software problems.
- Excellent recordkeeping, writing, communications, and interpersonal skills. Extremely organized and detail-oriented.
- Ability to act in an entrepreneurial manner taking initiative, being responsive to new opportunities, and create value in the face of obstacles.
- Willingness to work evenings and weekends, as needed, in support of fundraising events.

For consideration, please submit your cover letter and resume to [development@eastman.org](mailto:development@eastman.org)

**George Eastman Museum is an Equal Opportunity Employer**