



## JOB POSTING

Position: Development Systems and Database Manager  
Reports to: Associate Director of Development  
Department: Development  
Position Type: Full-time, Salary, Exempt  
Salary Range: \$52,000-\$62,000 DOE  
Benefits: Eligible

### Summary of Position

Tacoma Art Museum (TAM) seeks an energetic and driven individual that can play an integral role as a member of TAM's Development Team. Ideal candidates will have a background in development, database management, strong analytical and problem-solving skills, organization skills with attention to detail.

The Development Systems and Database Manager is a critical member of the development team whose primary role is to coordinate and maintain the constituent relationship management system by ensuring consistent and accurate data information going into the system as well as the reporting needs coming out of it. This position will perform a variety of other functions to ensure the integrity and on-going functionality of the donor database as well as acting as key point for supporting departments and informational needs. This position will need strong interpersonal skills and excellent verbal and written communication skills.

### Responsibilities

- Responsible for all aspects of data entry across multiple development department databases
- Responsible for all aspects of Development Department data queries and reporting
- Responsible for data cleanup and overall data health of departmental databases
- Administer Altru security and user rights and assist with staff database questions, updates documentation and training materials and trains staff as needed
- Maintains bulk mail permitting and reserves
- Prepare credit card donations received for processing in compliance with PCI standards
- Prepare pledge reminders; collate letters/packages as needed in a timely manner
- Accurately update and maintain donor/constituent contact and biographical information
- Conduct quarterly audits of data entered by other staff to ensure quality and accuracy
- Maintains organization and updating of department's hardcopy donor files
- Works to identify and improve day-to-day efficiencies of the Development Department
- Participate as a full-time member of the fund development team in assisting with special events
- *Perform other duties as assigned*

### Qualifications

- 3+ years of professional experience with Donor Database (Blackbaud's Altru preferred)
- High level of proficiency in Microsoft Office with emphasis in Excel and spreadsheet design
- Excellent verbal and written communication skills

- Strong organizational and time-management skills
- Ability to balance working in a team environment along with self-directed projects

### **Travel, Working Conditions, and Physical Environment**

The essential physical requirements of this position include:

- Must be able to sit at a workstation and/or a computer screen for the majority of the work day.

### **To Apply**

- Please email a succinct cover letter and resume to [HR@TacomaArtMuseum.org](mailto:HR@TacomaArtMuseum.org).
- Include “DEVODB: First Name Last Name” in subject line.
- No phone inquiries, please.

**Resume review will begin immediately. Position is open until filled.**

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

### **About Tacoma Art Museum**

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum’s passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the “Top 10 Great Places to See Art in Smaller Cities,” the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma’s lively downtown core.

### **About Tacoma**

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You’ll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that’s made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation’s best collections. Tacoma is a great place to call home.