

Phoenix Art Museum is looking for a ***Development Information Services Coordinator*** to coordinate and oversee the processing of gifts and memberships, including but not limited to Membership, Circles, Corporate Council, and Affiliate Groups; streamline reporting and maintain information in the Raiser's Edge database.

**Job Duties:**

1. Coordinate with the development and accounting departments to oversee the accurate and timely entry of donations and other funding, including electronic posting of the gift data.
2. Process donor thank you letters and gift acknowledgements.
3. Process memberships in the ticketing system (SRO4), and coordinate the member benefits fulfillment and report production in the fundraising and donor management database (Raiser's Edge).
4. Process special complimentary memberships for staff, guest lecturers, and others as needed.
5. Assist the Development Database Manager with the data entry and research of donor records to ensure that the database is up to date and accurate.
6. Help develop and maintain user reports, customized dashboards, and email alerts for department managers as needed.
7. Provide Raiser's Edge reporting support to other departments in the Museum as needed.
8. Work with the Visitor Services department to resolve integration errors between SRO4 and Raiser's Edge, and refine processes and best practices for the most effective use of the two systems.
9. Help train new and existing users on Raiser's Edge, using documented procedures.

**Minimum Qualifications:**

1. High school graduate or equivalent supplemented with college courses; bachelor's degree preferred.
2. Minimum three years' progressively responsible experience working with a donor database system, preferably Raiser's Edge.

**Knowledge of:**

1. Querying and reporting from databases.
2. Basic principles of development and fundraising in a non-profit, preferably in a museum.
3. Consistent and accurate data entry of minimum 45 wpm.
4. Organizational skills, attention to detail, ability to meet deadlines and work with minimal supervision.

**Skill and ability to:**

1. Prioritize and accomplish multiple projects concurrently and follow-through independently on routine responsibilities.
2. Collaborate with a wide variety of Museum supporters, visitors, volunteers and staff.
3. Provide exceptional customer service, both internally and externally.
4. Identify opportunities to improve efficiencies; willingness to "think outside the box."

**Please email cover letter, resume, and salary requirements with job code PAM-DISC to HR@phxart.org**

**\*\*\* Incomplete submissions may not be considered \*\*\***

Job Status: Regular, full-time, non-exempt

EOE