The Aldrich
Contemporary
Art Museum

DEVELOPMENT DATABASE COORDINATOR

DEPARTMENT: External Affairs
SUPERVISOR: Development Associate
STATUS: Full-Time

Founded in 1964, The Aldrich is dedicated to fostering the work of pioneering artists whose ideas and interpretations of the world around us serve as a platform to encourage creative thinking. The only museum in Connecticut devoted to the art of our time and throughout its fifty-three year history, it has been a leader in shaping current cultural dialogue, presenting innovative exhibitions of contemporary art, engaging the community through thought-provoking interdisciplinary programs, and presenting groundbreaking education initiatives.

Position Overview:

Reporting to the Development Associate, the Database Coordinator performs a variety of operations in Blackbaud's Raiser's Edge donor database in support of the overall goals of The Aldrich. These activities include data integrity and maintenance, prospect research, management of mail and email lists, creation
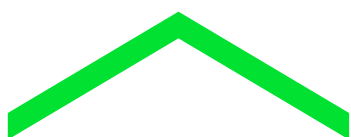
of acknowledgement letters and tax receipts, and generating standard reports.

The Database Coordinator provides overall support for the Development team, and assists with all Museum mailings. This position works closely with all database users and the Marketing Department.
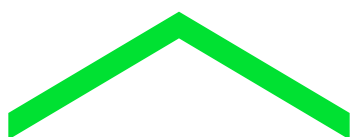
Responsibilities:

Data Integrity

- Import actions, appeals, and package codes. Assist with proposal related updates.
- Maintain constituent lists and groups in Raiser's Edge such as donors, members, prospects, alumni artists, board members, and program attendees.
- Merge duplicate records, code deceased records, enter and update address and other contact information, and perform various data clean up tasks as needed.
- Develop and maintain efficient systems for data cleaning and entry, prospect research, and relationship management.
- Maintain acquisition do-not-mail/email file.

Mailing Lists

- Under the guidance of the Development Associate, help ensure accurate and timely data pulls from Raiser's Edge database for mail appeals, event invitations, and other institutional activities.

Reports

- Generate Development reports or analysis from Raiser's Edge.

Other Responsibilities

- Assist with the documentation of best practices and policies, coding of records, and reporting protocols.
- Serve as an active prospect researcher, targeting potential donors and making connections between them and other people, events, and programs.
- Generate timely acknowledgement letters and tax receipts for all donations.
- Assist with the operations related to donor lists including accurate spelling and recognition.
- Support gift processing with staff with data entry and acknowledgment processing as needed.
- Assist with production of assorted in-house Development initiatives.
- Provide staff assistance as needed for Special Events.
- Perform other related duties and tasks as assigned.

Bachelor's Degree and minimum of two years related experience. The candidate must be proficient in Raiser's Edge and Microsoft Office. Experience with non-profit fundraising is a plus.

Position available immediately.
Application Process:

Please send a cover letter and resume to: jobs@aldrichart. org, with the subject line "Database Coordinator." Qualified
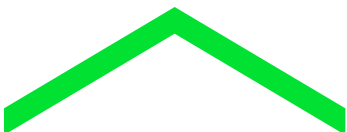
candidates will be contacted. No phone calls, please.

**The Aldrich Contemporary Art Museum
Non-Discrimination Policy**

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.
- Compliance with all federal and state legislation and regulations regarding non-discrimination.

Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.