

Georgia O'Keeffe Museum

Position Title: Gifts and Records Administrator
Department: Advancement and Communications
Location: Santa Fe, NM
Pay Range: \$40,000 - \$50,000
Hours: Full-Time, Non-Exempt

Position Description:

The Georgia O'Keeffe Museum is in search of a Gifts & Records Administrator who will be responsible for the creation and maintenance of all data associated with development programs and events, including information related to gifts, pledges, donors, fundraising events, members, annual, and special campaigns. In addition, the Gifts & Records Administrator will collaborate with staff members across the Museum to create and implement effective and efficient strategies for the maintenance and use of all data tools used by Advancement, such as online registration set-up and updating records of key stakeholders. The O'Keeffe currently uses Raiser's Edge, but will be transitioning to Altru as its CRM in the coming months. The Gift & Records Administrator helps to ensure the integrity of the O'Keeffe's information related to gifts, donors, participants and prospects.

***COVID-19 considerations:** Common surfaces are sanitized regularly; safety and cleaning measures are in place to prevent the spread of the virus. Masks and PPE are provided to all staff.

Responsibilities include but not limited to:

Gift Processing and Database Management

- Enters and maintains member, donor, and gift-giving information in the organization-wide CRM, ensures that data is entered accurately and up to date
- Conducts routine maintenance of data related to Advancement and Communications, including tracking and managing all aspects of the routine maintenance calendar, such as updating organizational records and running address updates
- Manages CRM User Guides to ensure consistency among records; works with colleagues to develop and implement comprehensive data entry protocols; identifies and implements best practices in records management
- Ensures that the CRM works effectively with other third-party platforms, such as email marketing services; imports and enters information from outside systems into the CRM for prospecting, records, and tracking purposes
- Collaborate with members of the finance team to ensure income is recorded correctly
- Prepares routine and special queries for mailing lists and reporting needs
- Work as part of a team to engage in strategic and purposeful use of the CRM to strengthen development practices
- Maintains absolute confidentiality, as well as friendly, cooperative relationship with department members, museum staff, Board, volunteers, and all donors

Special Projects or Additional Duties:

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position

Background and Qualifications

- 3 years of experience in data entry preferred
- 2 years of experience using Altru or other similar CRM system required
- 2 years of experience in a museum or non-profit setting preferred
- GED or High School Diploma required

Skills and Abilities

- Strong computer skills, including experience with spreadsheets, experience creating analytical tools such as Pivot Tables, experience editing large documents, and creating reports
- Must be able to work on multiple tasks and prioritize work
- Excellent accuracy and record-keeping of gift processing and gift acknowledgement
- Ability to effectively meet deadlines and self-organize, managing multiple projects and timelines
- Ability to work independently with self-direction as well as collaboratively in a team environment

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your cover letter and resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.