



Position Title: Gifts & Records Administrator
Department: Advancement & Communications
Location: Santa Fe, NM
Pay Range: \$21.00 - \$22.00
Hours: Full-Time, Non-Exempt

Position Summary:

The Georgia O'Keeffe Museum is in search of a Gifts & Records Administrator who will be responsible for the administration, operation, and maintenance of all data associated with programs and events across the Museum, using Altru, the Museum's CRM system. In Advancement, this includes information related to gifts, pledges, donors, members, annual, and special campaigns. In addition, the Gifts & Records Administrator will collaborate with staff members in other departments to support their effective use of Altru and other platforms as needed, including Learning & Engagement, Visitor Services, and Historic Properties. This position helps to ensure efficient and effective management of donor/visitor data, gift processing, and reporting, as well as enhancing technological capabilities to meet fundraising and engagement goals.

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

Advancement Support

- Assists team members with implementation of special projects as needed

- Supports donor research efforts as needed
- Assists with membership hotline, including answering phone calls and emails from donors
- Assists with the fulfillment of member and donor benefits including distributing member cards and tax information

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

- 2 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, 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.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.