

Henry

Data Processing & Donor Services Assistant

Posted July 12, 2019
Open until filled

The Henry Art Gallery was founded as Washington State's first art museum in 1926, by Seattle entrepreneur Horace C. Henry, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. The Henry's facility is 46,200 sq. ft., including the historic founder's 1927 building designed by Carl F. Gould and the 1997 addition designed by award-winning architect Charles Gwathmey.

The mission of the Henry is to advance contemporary art, artists, and ideas. With a permanent collection of over 27,000 objects (including photographs, videos, paintings, works on paper, ceramics, costumes, and textiles), the Reed Collection Study Center, and a location on the University of Washington (UW) campus, the Henry is a key cultural resource and training ground in the visual arts for K-20 students, scholars, artists, and general audiences of all ages. Core values include collaboration, diversity and inclusion, risk-taking, transparency, accountability, excellence, and service.

POSITION PURPOSE: Data Processing and Donor Services Assistant maintains the Raiser's Edge database and processes all gifts and memberships for the Henry. In addition to these key responsibilities, this role assists with museum mailings and donor events.

STATUS: Part-time, non-benefits eligible.

PAY: \$18.00/hour

SCHEDULE: Flexible schedule Tuesday-Friday, 19 hours per week. Occasional evening and weekends required.

REPORTS TO: Membership and Special Events Manager

ESSENTIAL FUNCTIONS:

Gift processing:

- Processes all gifts, deposits checks, runs credit cards, monitors matching gift accounts and reports regularly to colleagues on gifts received.
- Links gifts to constituent records, updates membership status, and digitizes files in the database.
- Creates weekly batches of all gifts and integrates them into Raiser's Edge.
- Processing event registrations and donations for the annual Henry Gala.

Maintaining Raiser's Edge database:

- Conducts queries for mailings.
- Creates Actions for events, member mailings, solicitations, etc. and adds to records, ensures the Raiser's Edge dashboard is current as a metric for reporting.
- Coordinates and performs regular database clean-up of constituent records, in Raiser's Edge.
- Manages gift acknowledgement process from creation of the letter to reviewing and printing for appropriate manager signature, and mailing.

Reporting and Reconciliation:

- Pulls monthly pledge/ gift reports for tracking and cross-checking pledges and gifts, to be reviewed by managers.
- In conjunction with the Director of Finance, ensures Raiser's Edge database reconciles to accounting records on a monthly basis.
- Submits quarterly gift reporting, pledge fulfillment tracking, and donor records issues to University of Washington Advancement.

Other Duties:

- Supports Membership Manager with RSVP lists for special events.
- Supports marketing in maintaining updated constituent lists for all e-communications.

QUALIFICATIONS:

REQUIRED

- Experience with database management, including gift entry and batching, creating queries, and running reports.
- Ability to produce mass mailings (paper and electronic.)
- Collaborative work style and strong interpersonal skills to support work with colleagues, donors, and volunteers.
- Excellent written and oral communication skills.
- Ability to handle sensitive and confidential matters with discretion and responsibility.
- Excellent time management, problem solving, multitasking and organizational skills.

DESIRED

- Bachelor's Degree or equivalent level of education and/or experience
- Some experience in a fundraising or business office (typically 1 year)
- Demonstrated experience with project management
- Experience with Raiser's Edge, Mail Chimp, Greater Giving

EQUITY AND INCLUSION: The Henry is committed to racial diversity and inclusion. Qualified individuals who bring diverse perspectives to the workplace are encouraged to apply. The Henry is an Equal Employment Opportunity employer. We are committed to providing a positive working environment for employees, students, volunteers, and artists.

Please send cover letter and resume to jobs@henryart.org. No phone calls, please. Applications received by **August 2** will be given priority consideration.

