

Henry

Data Processing and Donor Services Assistant

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State's first art museum in 1926, 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 mission of the Henry is to engage all people with the transformative experience of contemporary art 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.

At the Henry, we envision a world where art leads everyone to discover new possibilities in themselves, others, and the world around them. Core values include collaboration, risks taking, accountability, openness to uncertain outcomes, innovation and discovery, racial equity and social justice, and inclusivity.

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.

SPECIAL NOTE: In consideration of employee health and safety during COVID-19, this position will be set up to work remotely until the Henry reopens, at a date to be determined.

STATUS: Part-time (19 hours per week), non-benefits eligible

PAY RANGE: \$18 hourly

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.
- Links gifts to constituent records, updates membership status, and digitizes files for PaperSave.
- Creates weekly batches of all gifts in Raiser's Edge database.
- Processes event registrations and donations for the annual Henry Gala.

Maintaining Raiser's Edge database:

- Coordinates and performs regular database clean-up of constituent records, in Raiser's Edge.
- Manages gift acknowledgement process from merging the letter to review and mailing.
- Assists team with creating queries for mailing when needed.

Reporting and Reconciliation:

- Sends email notifications of major gifts and grants received to development team.
- Tracks pledges and gifts to be processed and acknowledged.
- Works with finance director to ensure that database entries tie to the Henry's financial systems.

Other Duties:

- Supports Membership and Special Events Manager with RSVP lists for special events.
- Supports marketing in maintaining updated constituent lists for all e-communications.
- Other duties as assigned from time to time.

QUALIFICATIONS

REQUIRED

- Careful attention to detail, with experience in database management.
- Advanced proficiency in Microsoft Excel, including processing data for mail merges.
- 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

- Experience with non-profit fundraising
- Experience with Raiser's Edge, Mail Chimp, Greater Giving

COMMITMENT TO EQUITY: The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been – and continue to be – oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our

exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see [washington.edu/raceequity](https://www.washington.edu/raceequity).

Diverse perspectives make us stronger. Black, Indigenous, and People of Color are encouraged to apply.

To apply, please send cover letter and resume in one document (PDF preferred) to jobs@henryart.org. No phone calls, please. Applications received by July 13, 2020 will receive priority consideration.