

Henry

Donor Services and Database Specialist

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. Learn about our mission and vision: henryart.org/about.

POSITION PURPOSE

In collaboration with the development team, the Donor Services and Database Specialist oversees all aspects of gift/pledge processing; database management, including regular maintenance and reporting; and the appropriate recognition of each donor, through timely acknowledgements as well as the coordination of our annual donor and membership listings. In addition, this person provides administrative support to membership activities and events, ensuring high quality interactions with donors.

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 u.washington.edu/raceequity.

SPECIAL NOTE: All Henry employees, as University of Washington affiliates, must provide proof of being fully vaccinated against COVID-19, or declare a medical or religious exemption. This is in accordance with Governor Inslee's [proclamation 21-14.1](#).

STATUS: Regular full-time, FLSA non-exempt, benefitted

STARTING RATE: \$23 per hour

SCHEDULE: Tuesday-Friday, 36 hours per week; Occasional evening and weekends may be required to assist at member and donor events and programs

REPORTS TO: Director of Development

ESSENTIAL FUNCTIONS:

40% Gift and acknowledgment processing

- Processes all gifts, deposits checks, runs credit cards, monitors matching gift accounts.
- Manages gift acknowledgement process from letter merge to final review and mailing, in collaboration with the development team.
- Links gifts to constituent records, updates membership status, and digitizes files.
- Processes event registrations and donations for the annual fundraising event, Henry Gala.
- Works with partner companies and donors to ensure timely fulfillment and verification of matching gift requests.

35% Database management

- Coordinates and performs regular database maintenance and donor record updates, maintaining strict confidentiality of all donor information.
- Maintains centralized development filing system, digitizing files and training student workers in consistent implementation of electronic filing system.
- Creates queries for donor mailings, membership analysis, and fundraising research.
- Manages uploads and downloads of data across multiple platforms.
- Performs global actions in the fundraising database for group lists compiled in other software.

10% Reporting and reconciliation

- Notifies the development team of major gifts and grants received.
- Updates shared documentation for gifts and pledges to be processed and acknowledged, including grant, major gift and board pledges.
- Works with Director of Finance and Administration to ensure that database entries tie to the Henry's financial systems.

10% Donor services

- Facilitates the annual donor wall and printed donor listings under the supervision of the Director of Development.
- Supports Membership and Special Events Manager to maintain RSVP lists for special events.
- Serve as the point of contact for donors to request or update information.

5% Other duties:

- Supports the Communications department in maintaining updated constituent lists for all e-communications.
- Other duties as assigned from time to time.

QUALIFICATIONS:

Required

- 2+ years of experience in database management or coordination; or a combination of experience and education.
- Careful attention to detail.
- 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, and organizational skills.

Desired

- Experience with non-profit fundraising.
- Experience with fundraising, events and communications software, especially: Raiser's Edge, Eventbrite, Mail Chimp, and Greater Giving.

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

APPLY: Please send cover letter and resume in one document (pdf preferred) to opportunities@henryart.org. No phone calls, please.

Application review begins on May 25, 2022. This position is open until filled.