



## **Development Database Manager**

### **Position Summary**

The Development Database Manager is a member of the Revenue Team and responsible for providing high-level support to ensure overall fundraising success. Must possess a high attention to detail as the Database Manager is primarily responsible for managing The Muny's database including entering all gifts, evaluating overall giving trends and identifying opportunities for additional donor cultivation and stewardship. The Database Manager will be responsible for learning current processes but also looking for ongoing enhancements to move to a more automated system of data entry and collection.

This position reports to the Director of Development. Success in this role is measured by the development department possessing a precise and accurate database, increased gifts from new and existing donors as well as retention of longtime supporters.

### **Primary Duties and Responsibilities**

- Responsible for all gift entry and gift processing including opening the mail, copying checks, printing, creating and mailing a timely and accurate acknowledgement letter and filing the gift record
- Processing monthly donor gifts and sending annual statements to monthly donors
- Management of outstanding pledge payments for capital and other pledges (including creating and sending pledge reminders and entering gifts) and sending acknowledgements
- Design queries and exports for data analysis, donor information, and constituent lists; Compile email and mailing lists as needed, including fall and spring Muny Guarantor renewals, acquisitions, donor newsletters, events, and any other data required for solicitations and stewardship activities
- Generating and preparing donor lists for program, website and/or impact reports; Update the Honor Roll portion of the website as gifts are received

# THE MUNY



- Work with the CFO reconciling all gifts monthly, as well as provide development-related information for 990 report
- Managing the Formstack needs for the Development Department
- Maintaining inventory and ordering of office supplies including stationery, brochures and gifts
- Attend and assist with Development events Guarantor Preview, Accessibility Fundraiser, some Oak Lounge events

## **Minimum Qualifications and Skills**

- Extremely high attention to detail
- Experience in working with donor data management and donor research software; desire to learn Paciolan system (The Muny database system for ticketing and fundraising) as well as Salesforce
- Excellent written and oral communication skills
- Prompt and courteous customer service skills
- Ability to work independently on multiple projects, managing details with little supervision while meeting deadlines
- Working knowledge of all Microsoft Office products, with advanced knowledge of Microsoft Excel
- Ethical and dependable

## **Education and experience equivalent to:**

Bachelor's degree or equivalent experience in a related field required. Non-profit experience preferred.

## **Position Type and Hours**

This is a full-time position that could be achieved in a hybrid environment at certain times of the year. Must be available to work outside of typical office hours, including some evenings and weekends. Must also be able to work outdoors.

## **About The Muny**

Celebrating its 106th Season in 2024, The Muny is America's oldest and largest outdoor musical theatre. Every summer, The Muny produces seven full-scale musical theatre productions. The theatre has 11,000 seats including 1,500 free seats at each performance. The Muny is a 501(c)3 nonprofit organization.