

## Job Description

**Job Title:** Membership/Data Entry Specialist

**Department:** Operations

**Reports to:** Database Administrator

**Grade Level:**

**FLSA Status:** Non-exempt



**Summary:** The Membership/Data Entry Specialist is responsible for input of member info as well as creating and mailing membership packets. Analyzing and correcting duplicate records, merging records, entering and updating records, entering gift and membership data. The position also assists with query and report writing

**Essential Duties and Responsibilities** include the following: Other duties may be assigned to meet business needs.

- Responsible for data accuracy, integrity, and security of all constituent records, and for maintaining and enhancing the highly confidential data of Raiser's Edge database system.
- Provide support in the production of Membership promotional materials, which may include signs, brochures, membership cards, benefit packages and other collateral materials.
- Assist in the planning and implementing of all Membership related special events.
- Assist in communication with Museum members and donors including acknowledgment and renewal letters, individual correspondence, e-mail notices and even invitations.
- Design, implement, document and continue with ongoing methods and policies for using the database effectively.
- Continue ongoing documentation and enforce data entry guidelines for office to ensure data quality and consistency.
- May provide support to staff in developing and producing standard and custom queries and reports in maximizing the potential of the Raiser's Edge application.
- Manage data integrity projects as assigned
- Proofread and verify data for accuracy
- Accountable for the accuracy and integrity of data files
- Insures steps are completed in a timely and accurate manner
- Maintains a high level of confidentiality with constituent information
- All other duties as assigned

### **Skills and Competencies:**

- Willingness to continue development of a growing constituent database
- Proficient in Microsoft Office, including adept use of email and the Internet.
- Collaborative problem-solver, takes initiative, and focuses on solutions
- Self-motivated, self-sufficient, and able to perform duties with minimal supervision
- Keeps information confidential with a high level of professionalism and discretion
- Strong work ethic and an ability to get the job done are essential.
- Strong communication and customer service skills
- Experience in Raiser's Edge.
- Experience in ticketing software such as Patron Edge
- Experience with money-handling
- Understanding of donor development

### **Education/Training/Experience**

- Bachelor's degree
- 3-5 years of experience with Blackbaud's Raiser's Edge 7 database and configuration tools
- Preferred experience working with ticketing software such as Patron Edge.

**Email your resume with three professional references in a Word document or as an Adobe pdf to [jobs@childmusephx.org](mailto:jobs@childmusephx.org) using the job title you are applying for as your subject. ALL ATTACHMENTS MUST BE SUBMITTED WITH YOUR FIRST INITIAL AND LAST NAME, FOR EXAMPLE J.DOE RESUME AND COVER LETTER.**