



**Development Database Specialist (Tessitura)
POSITION DESCRIPTION**

Dept.: Development	Reports to: Director of Development	Direct Reports: none	
Type: Full-Time	FLSA: Non-Exempt	Date: 12-9-2021	Rev. Date:

POSITION DESCRIPTION

The Development Database Specialist is a member of the Wadsworth’s development team reporting to the department director. S/he is responsible for supporting major gift, membership, grant solicitation, and other fundraising activities that raise \$4 - \$5 million each year from individuals, corporations, and foundations. This position is responsible for the integrity and accuracy of the Tessitura database in support of development activities throughout the museum.

The Development Database Specialist serves as the primary database administrator of the Tessitura application and representative for internal Tessitura users as well as creator of custom reports. The person in this position works collaboratively with all departments ensuring that Tessitura meets all user requirements.

ESSENTIAL RESPONSIBILITIES

- Gift processing: codes and tracks restricted and unrestricted gifts in Tessitura, reporting on response rates to campaigns, including the Annual Fund, General Membership, Premiere Membership, and special initiatives. Liaise with Finance office to ensure accurate gift data reconciliation. Serve as backup to development associate who records gifts and prepares timely acknowledgements.
- Solicitations and Mailings: Support the planning and execution of appeals including creating lists and coding within Tessitura; coordinate informational mailings and other outreach to donors and prospects with leadership team.
- Strategic Database Management: Oversee the health and functionality of the museum’s database to support fundraising and communications through the Development team, including establishment of data entry protocols, maintenance of mailing lists, and management of importing of data from events, returned mail, donor research and site visits; provide support for Development team to identify untapped potential of visitor data to achieve departmental goals.
- Institutional Support: Facilitate generation of lists, advanced data extractions, custom reports and *ad hoc* queries. Verify the accuracy of system data and monitoring resolution of data faults and errors. Assist with the training efforts for an organization-wide adoption of data standards and best practices. Support third party applications that interface with Tessitura including TNEW, T-stats, and WordFly.

MINIMUM REQUIREMENTS

Experience

- Knowledge of Tessitura database at an administrator level.
- Working knowledge of computers and software including but not limited to: Microsoft Word, Excel, SQL, electronic calendaring, email and databases
- Proven success at gift processing, data extraction, and report writing.

Skills and Abilities

- Strong attention to detail, confidentiality and accuracy in recording information

Development Database Specialist Position Announcement

- Excellent time management, task prioritization, and efficiency
- Strong interpersonal skills, including the ability to communicate professionally, effectively, and discreetly with colleagues and donors
- Comfortable with multiple deadlines and shifting priorities, exhibiting poise and focus
- Ability and eagerness to work collaboratively as part of a highly motivated, energetic team

Secondary Responsibilities

- Document Tessitura customizations to ensure that institutional knowledge is retained and stored for future reference/use.
- Fulfill Tessitura custom report requests and data compilation that have been approved and work with the users to make sure all requests are understood. Help departments make informed decisions about changes and updates in Tessitura policy and practices.
- Understand that the role may be called upon to support activities outside of normal business hours
- Keep work space neat and organized
- Bring enthusiasm, dedication, a sense of humor and a drive to succeed.

WORKING CONDITIONS

Physical Demands

The work environment characteristics described here are representative of those a development database specialist encounters while performing the essential functions of the role:

This job operates in a clerical, office setting within a museum with both modern and historic architectural elements. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. Employee is required to move about the work area, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe, assess and differentiate dimension and color.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by the Development Database Specialist. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role.

DISCLAIMER

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

HOW TO APPLY

- Wadsworth Atheneum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
- You can do so by sending a cover letter noting the reason for your interest and salary requirements, plus your resume to: Staffing.Development@TheWadsworth.org