

PLEASE TOUCH MUSEUM®

Position Description

MANAGER DATABASE SYSTEMS & DEVELOPMENT SERVICES

Reports to:	Chief Development Officer	Department:	Development
Direct Reports:		Division:	Development
FLSA Status:	Exempt		
Status:	Full-Time	Effective Date:	FY19
		Hours / Week:	40

Background

Please Touch Museum, the Children’s Museum of Philadelphia (PTM) was founded in 1976 and was the first children’s museum to focus exclusively on young children ages birth to seven. PTM is multidisciplinary, providing exhibits and programs in the visual and performing arts, including theater, music and dance, literacy, humanities, math and science. PTM’s exhibits are themed environments that are hands-on and interactive helping children to learn, develop and practice the skills and social skills they need to be ready for and successful in school and in future careers. The mission of Please Touch Museum is **“Change a child’s life as they discover the power of learning through play”**. In 2008 PTM moved to Memorial Hall in Fairmount Park, a National Historic Landmark Building built for the 1876 Centennial Exhibition.

Position Summary:

The Manager, Database Systems & Development Services leads management of PTM data systems throughout the Museum with emphasis on the Development and Marketing Departments database needs. Responsible for Altru database as it relates to CRM, Fundraising, Membership, Events, Revenue Financial reconciliation and Reporting. Serves as manager/leader for all departments who utilize databases. Develops and maintains quality controls for all research databases at the Please Touch Museum. This position is responsible for compiling the museum’s financial and non-financial data, identifying economic and business trends in order to facilitate management decisions; assisting in the preparation of short- and long-range budgetary projections; and using data processing capabilities to prepare reports specific aspects of department structures, functions and operational procedures and recommends ways to improve efficiency and/or effectiveness. Assist development department in creating and implementing merge mailings; email communications and other administrative duties as needed.

Essential Functions:

- Manages all prospect and donor information; entering new constituents and gift records; updating existing records; and performing database clean up and fundraising analysis on an ongoing basis;
- Ensures integrity of the donor and membership database
- Serves as primary technical resource for Development Department staff to provide day to day database support;
- Oversees data-related component of mailings, mass emails and complex mail merges for in-house mailings;
- Manages special projects, including procuring new prospect lists, and inputting/importing data from donor/member events into database and conduct prospect research
- Handles all ticket and/or membership donations/giveaways – coding, tracking
- Distributes daily, weekly, monthly, quarterly and annual attendance reports; Identifies trends and developments in competitive environments.
- Processes development department check requests, purchase orders, and petty cash receipts.
- Leads gift processing by maintaining pledge records and acknowledgment systems for all contributions to include regular pledge, acknowledgement and gift reports.
- Prepares FYE reporting and analysis; weekly, monthly and quarterly reconciliation and prepare monthly fundraising/membership reports to be used for analysis, projections and/or presentations

Museum wide database responsibilities:

- Collaborates with cross-functional teams to handle troubleshooting issues, internally and externally;
- Works with the IT department on hardware and software regulations for all database system needs; drives the implementation of database strategies and assume overall responsibilities for the health of the database,
- Compiles all data and prepares standardize reports and well as requests for customized
- Designs database queries and compile data for research projects. Organizes and tracks all surveys conducted by PTM for membership, programs, marketing, development departments.
- Trains staff related to database organization programs; develops regular training programs related to database systems; ensures staff are properly resourced to utilize systems. Onboard new staff who will use the data systems
- Utilizes various computer financial information systems in the preparation of evaluation and reports relating to assigned departments
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree required, with an emphasis on Accounting, Business Administration, Economics, Statistics, Finance or a related field
- 3-5 years of experience in analyzing and/or managing data; working with database systems and implementing training programs related to database systems; preference for experience with donor or fundraising database(s);
- Experience evaluating and improving database information;
- Proven strong analysis and reasoning skills to grasp issues, draw conclusions, and solve problems;
- Proven ability to break down complex information into component parts, sort and group data and sees themes in related information;
- Demonstrated ability to prioritize workload and manage deadlines;
- Works effectively on projects that cross functional lines;
- Ensures accuracy in documentation and data; carefully monitors processes and establishes high standards despite pressing deadlines;
- Diligently attends to details and pursues quality in accomplishing tasks;
- Keeps current on fiscal procedures, principles and standards, etc to ensure that all data is properly calculated and reported;
- Maintains confidentiality of data including donor and financial data.
- Strong analytic thinking skills;
- Ability to analyze donor prospect research information
- Ability to work in multi-disciplinary teams;
- Exceptional interpersonal and oral communication skills

If you like a fun and professionally challenging environment that offsets an excellent time off package and competitive salary, please apply. To apply for this opportunity, please mail your cover letter, accomplishments and resume to: Chief Human Resources Officer, Please Touch Museum, 4231 Avenue of the Republic, Philadelphia, PA 19131; fax to: (215)-581-3182; Email: employment@pleasetouchmuseum.org. Office phone: 215-581-3189 EOE

Posted: Tuesday, March 12, 2019