

Embassy Theatre Foundation, Inc.

Job Description

Job title: Relationship and Records Manager
Reports to: Chief Philanthropy Officer
Classification: Exempt, Full-time
Salary range: \$35,600-\$46,500; negotiable, based on experience

Essential Functions:

This position leads and supports donor and membership processes, including entry and management of records, data and communications. Serves as a patron relations representative to members and donors. Works closely with the chief philanthropy officer to manage projects, lead data entry, create reports, study trends and provide queries for data mining. Serves as a knowledge expert for the main database (Archtics) and donor development systems (GiveSmart/Paypal). Performs administrative support for the philanthropy team.

Other Duties and responsibilities:

- Coordinates one to all phases of an assigned project, including visioning, planning, executing, communicating, tracking, monitoring and closing.
- Assists the philanthropy department in implementing annual development plan, event project management, and member services activities.
- Creates and develops custom reports and communication pieces related to philanthropy and marketing, including creation of queries for reporting and data extracts.
- Manages, develops and implements new fundraising, marketing and sales features as related to the database system (Archtics/Account Manager) and online donor development software (GiveSmart/Paypal).
- Uses critical analysis and logic to form opinions on trend data and reporting.
- Works closely with box office, philanthropy, marketing and programming staff.
- Develops procedures and trains staff as needed on systems.
- Responsible for ensuring the privacy of sensitive patron and donor data.
- Works at Embassy events as required.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.
- Performs other duties and responsibilities as assigned.

Education and/or experience: At least four years' experience in project management and data management required. Bachelor's degree in related field preferred. Working knowledge of philanthropy and donor development, along with customer relationship management systems also preferred. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks.

Hours: Full time is based on 35 hours per work week, with flexibility to accommodate weekend and evening work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holiday and sick days.

The Embassy Theatre is an Equal Opportunity Employer.