Title: Database Manager & Executive Assistant
Division: Executive Director's Office and Development
Classification: Salaried Exempt Full-time
Reports To: Executive Director and Director of Philanthropy
Supervises: N/A

High Desert Museum – Organization Description

Since opening in 1982, THE HIGH DESERT MUSEUM has brought together wildlife, culture, art and natural resources to promote an understanding of the natural and cultural heritage of North America's High Desert country. We do so through indoor and outdoor exhibits, wildlife in natural habitats, living history demonstrations and dynamic programs on a beautiful, 135-acre campus in the pine forest. The Museum is a nonprofit organization accredited by the American Alliance of Museums, was a 2018 National Medal for Museum and Library Services finalist and is a Smithsonian Affiliate. During the 2018-19 fiscal year, 195,000 visitors enjoyed the Museum.

The Museum is located in Bend, Oregon, a fast-growing, charismatic city nestled against the Cascade Range at the edge of the High Desert. We strive to be inclusive, culturally humble, relevant, curious and mindful. As a team, we work together to wildly excite and responsibly teach, creating connection to and dialogue about the High Desert.

Job Summary

The Database Manager & Executive Assistant supports the development efforts of the Museum by being responsible for maintaining the team’s donor database and delivery of all data analytics. S/he is an integral member of the development team and included in development plans and activities. Additionally, s/he provides the highest level of clerical and administrative support to the Executive Team and takes the minutes for the Board of Trustees and committees, supporting the efforts to advance the Museum’s mission.

The successful candidate will balance the long-term goals of the museum with the short-term needs of the departments. A positive demeanor, high level of professionalism and the ability to learn new skills quickly are essential traits. We look at each candidate in terms of combined skills; different combinations of skills can serve to qualify for the position.

Required Qualifications

- Bachelor’s degree preferred; significant relevant experience may be acceptable substitute
- Minimum of two years of experience providing administrative support for an Executive and working with governing Boards strongly preferred
- Strong listening & editing skills; able to communicate effectively with internal and external audiences
- Excellent writing and editing skills; attention to detail is critical
- Ability to represent and communicate on behalf of the Executive Team, to handle diverse personalities and situations with grace; and use judgment and discretion in working with confidential matters
Highly skilled in office software; proficient in transcription and correspondence writing and editing
Ability to work flexible hours and days
Highly professional, well-organized, highly responsive, self-motivated, able to meet deadlines and work well under pressure and collaboratively within and across teams
Extensive experience managing a relationship database. Donor software experience is preferred. Familiarity with Blackbaud products and experience with Altru would be ideal.
Previous non-profit experience preferred

Responsibilities and Tasks

**Database Manager 70% of time**
1. Serve as subject expert for Altru software by developing policies and procedures for software utilization, training development staff on system use, responding to end-user questions, and working with end-users to identify reporting needs
2. Responsible for maintenance of donor database including entering donations, adding/updating donor records, uploading supporting documentation to records, and monitoring/correcting records
3. Generate daily revenue reports to appropriate development staff
4. Serve as development department’s primary contact for data requests, reports, queries, analyses, etc. to include fulfillment of requests for data reports or mailing lists requested by other departments, i.e. public relations
5. Oversee and input timely and accurate processing of contact reports, visits, stage movements, and other donor interactions
6. Support development department utilizing database for Moves Management and reporting
7. Utilize standard development research tools to obtain biographical and financial information on individuals, corporations, and foundations in support of HDM’s fundraising mission
8. Regularly compile research on prospective major donors

**Executive Assistant 30% of time**
9. Provide clerical and administrative support for the Executive Team
10. Produce or facilitate production of official Museum business (including transcribing, editing and distributing meeting minutes and other Board and Executive office correspondence)
11. Provide clerical and administrative support for the Board of Trustees, and manage Board and Committee schedules
12. Provide support and, when appropriate, leadership for special events and donor relations activities
13. Embrace, support and help implement the Museum’s continued learning and commitment to diversity, equity, accessibility and inclusion
14. Execute other duties as assigned as needed to help abide by the Museum’s values, drive our vision and fulfill our mission

The Museum provides an equal employment opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.
Mission

The High Desert Museum wildly excites and responsibly teaches through innovative, interdisciplinary experiences, creating connection to and dialogue about the High Desert.

Please send resume & cover letter to the High Desert Museum,

jobs@highdesertmuseum.org

http://highdesertmuseum.org/job-opportunities