



MUSEUM OF CONTEMPORARY ART
CLEVELAND

DATABASE ADMINISTRATOR

COMPANY:	Museum of Contemporary Art
APPLICATION DEADLINE:	Open until filled
WEB ADDRESS:	mocacleveland.org
SCHEDULE:	Part-time, non-exempt
DEPARTMENT:	Institutional Advancement
COMPENSATION:	Commensurate with experience

ABOUT MOCA

As the region's only contemporary art museum, the Museum of Contemporary Art Cleveland leads the way in shaping and advancing contemporary culture. We are global and local, Cleveland at our core with a cosmopolitan skin. MOCA enthusiastically promotes experimentation and exploration through engaging with contemporary art and ideas. Grounded in the community, MOCA welcomes all audiences and employs a smart, creative, and diverse workforce. MOCA values an entrepreneurial spirit in our work culture, supporting an enterprising staff that anticipates and reacts nimbly to change while embracing new opportunities and challenges. Success of the individual directly impacts success of the institution, so MOCA holds every employee to a high standard of excellence with the expectation that everyone understands and participates in the institutional goals.

POSITION DESCRIPTION

Reporting to the Director of Institutional Advancement, the Database Administrator is responsible for managing the membership database, membership correspondence, and the accuracy of reporting and information for the institutional advancement team at MOCA Cleveland. Responsibilities include, but are not limited to, gift entry and acknowledgment, maintaining the museum's constituent database, ensuring timely and accurate record keeping, and member benefit fulfillment.

PRIMARY RESPONSIBILITIES

DATABASE

- Oversees administration of database for all museum constituents.
- Processes memberships and all other pledges and contributions, entering constituent and gift data with proper coding, reconciling financial information with contributed income tracking tools.
- Works with the Finance Department to ensure accuracy of entries and schedules before reporting and distribution.
- Provides database related analytical information through reports and queries.
- Generates monthly fundraising reports, reconciling with the Finance Department.
- Generates mailing lists for all communication materials.
- Maintains all membership, patron and corporate lists and contact information.

MEMBERSHIP

- Processes monthly member and donor renewals and follow-ups.
- Produces renewal and acquisition packages.
- Fulfills member benefits with acknowledgement of payment of member dues.



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ADMINISTRATION

- Prepares invoices and letters related to payment of pledges and sponsorships.
- Prepares prompt and accurate acknowledgment letters for all gifts and grants.
- Maintains accurate and up to date files for the Institutional Advancement Department, both in database and in hard files.
- Prepares member/donor lists for mailing invites and other development and MOCA mailings.
- Facilitates mailings in-house and through mail house.
- Assumes other tasks and responsibilities as needed and as directed.

REQUIRED SKILLS AND EXPERIENCE

- Bachelor's degree or equivalent.
- Candidates should be detail oriented, self-motivated, flexible and enthusiastic.
- Strong communication, computer, and administrative skills are imperative.
- Experience with databases, particularly Raiser's Edge, is a plus.
- Fluency in English: speaking, reading and writing.

All MOCA employees are expected to possess the following characteristics:

- Interest in, and inspired by, contemporary art and culture.
- Positivity and enthusiasm with outstanding interpersonal and communication skills that enable collaborative interaction with all levels of management, staff and the public.
- A high level of accuracy and attention to detail while coordinating multiple complex projects simultaneously.
- Dedication to ensuring every project's success, with the nimble responsiveness to accommodate frequently shifting priorities.
- Computer competency with Microsoft Office and Google Apps, as well as with software specific to the position.
- Maintains current knowledge of the industry and engages in critical cultural discourse.

REPORTING RELATIONSHIPS

- This position reports to the Director of Institutional Advancement.

CONTACT INFORMATION

Email cover letter, résumé, and contact information for 3 professional references to Christina Eagleeye-Wilson at cwilson@mocacleveland.org.

Your cover letter should include:

1. Why you will be a perfect fit for this job.
2. A current or past MOCA exhibition or program that you attended, or perhaps a life-changing experience with art.
3. Whether you were referred by a MOCA employee or someone else affiliated with MOCA.

Please use the subject line DATABASE ADMINISTRATOR POSITION.

Incomplete submissions will not be considered.

No phone calls please.