Database Administrator
Portland Art Museum, Oregon

The Portland Art Museum invites applications for the position of Database Administrator. Data is an important asset that helps inform Institutional decisions. The Database Administrator is responsible for accurately and efficiently maintaining the integrity of the organization's Altru database, along with managing all aspects of the database and assisting with related projects. This role is one of the key players that assists in capturing institutional knowledge to drive business needs and solve problems.

The mission of the Portland Art Museum is to engage diverse communities through art and film of enduring quality, and to collect, preserve, and educate for the enrichment of present and future generations. We are a Museum for all, inviting everyone to connect with art through their own experiences, voices, and personal journeys. The Portland Art Museum is committed to advancing equity and inclusion by creating a diverse and inclusive workplace. We will continue learning as we work to evolve as an Institution, recognizing that this journey has no end and our commitment must remain. The Museum has an active equity team currently engaged in a year-long journey to examine our internal culture and the work we do through an equity lens. We look forward to having all colleagues join and contribute to this important work.

Essential Functions:
- Establish and maintain all structure of database architecture - code tables, user system role modifications, configuration items, and all setup functions.
- Work with Chief Advancement Office for the purposes of institutional innovation and development regarding the database.
- Conduct regular Altru user group meetings with subject matter experts from multiple departments.
- Work to streamline routine processes and best practices with subject matter experts to ensure that the data requirements are implemented to increase efficiency and improve workflow.
- Develop and perform weekly audits to ensure the integrity and security of all biographical information and transaction records.
- Manage the Institution's data request queue to prioritize tasks and ensure timely completion; work proactively to develop reports that meet the evolving needs of departments.
- Reconcile gift entry transactions with Development, Membership, and Accounting departments to ensure the flow of accurate and comprehensive data between Altru and Financial Edge databases.
- Serve as an institutional liaison and conduct regular Altru user group meetings with subject matter experts from multiple departments.

- Serve as project manager to departments for all database and website related projects. Includes determining appropriate set-up of appeals, managing online web forms, establishing target constituencies, and generating timely progress reports.
- Establish and maintain cross departmental calendar of communications, and manage efforts with departmental staff and Marketing department.
- Maintain procedure manual; provide consistent review and evaluation of all data processes to ensure the most effective and efficient procedures are in place; and familiarize staff with current practices and procedures.
- Oversee duplicate records management; perform quality control measures.
- Assist in training new employees on Altru processes and resources, and train staff to utilize the new features in Altru under the guidelines of best practice.

Additional Job Functions:
- Assists users with Altru questions.
- Be the first point of contact for the escalation of any issues that are beyond Blackbaud Support for the following purposes:
    1. Constituent Management
    2. Group Sales/Facilities Rental Management
    3. Membership Program
    4. Merchandise Sales Management
    5. Online Management
    6. Public Program Sales/Ticketing Management
    7. Reporting
    8. Resource/Volunteer Management
    9. Special Events Management
- Work with IT staff to maintain software/hardware updates as it relates to Blackbaud products.
- Serve as the primary liaison between Museum departments to integrate existing ancillary database systems into donor database/Altru

Requirements:
- Minimum 2 years demonstrated database administrator experience within a customer relationship database (i.e. Altru, Raiser's Edge, Salesforce, Tessitura, etc.), including data import/exports, complex queries and custom reporting
- Strong organizational and analytical skills
- Must possess excellent interpersonal and verbal communication skills
- Ability to effectively present clear and concise information to staff members
- Ability to promote teamwork and collaboration and work well with others to solve problems
- Tact, sound judgement, diplomacy and sensitivity in handling confidential and personal information
- Service oriented attitude with special attention to timeliness and accuracy
- Ability to prioritize, multi-task, balance competing priorities, and meet deadlines
- Previous Development experience with advanced knowledge of fundraising systems and process/best practices preferred

Application Process:
This position is full-time working 40 hours per week, schedule is flexible and allows for work-life balance. The salary range is $40,000 – $50,000 per year, depending on experience. The position is eligible for the

Museum's benefits package first of the month following 30-days of full-time employment. Benefits include medical and dental, paid time off (vacation, sick, holiday, jury duty, bereavement), long-term disability and AD&D, and a variety of perks such as free Museum admission, Gift Shop discounts, and screenings at the NW Film Center. Please see our website for more details.

To apply online visit: **www.portlandartmuseum.org/careers** follow the link to create a profile.

Please do not delay in applying. Position is open until filled. Resumes received without completed employment application will not be considered. Please no drop ins or phone calls.

The Portland Art Museum is an Equal Opportunity Employer.

Deadline to apply: September 25, 2017 at 5 pm PST