



MUSEUM OF THE SHENANDOAH VALLEY

## **ADVANCEMENT DATA & DONOR RELATIONS MANAGER**

The Museum of the Shenandoah Valley has an exciting opportunity for an Advancement Data & Donor Relations Manager. In this newly created position, the Advancement Data & Donor Relations Manager will oversee daily operations of the donor/member database and play an active role in donor/member relations and the Museum's fundraising efforts through assisting with member and community events.

The successful candidate will have the following qualifications:

- Bachelor's Degree required in business, computer science, database administration, record management, related field or equivalent experience.
- Minimum of five years progressively responsible work experience in database management.
- Experience within a nonprofit organization or a higher-education environment preferred with proficiency in managing prospect, donor and constituent databases, data imports and exports, report development.
- Excellent analytical, organizational, and communication skills.
- Must have knowledge of applicable tax laws, the fund-raising process, and the concept of donor relations.
- Must have a strong customer service orientation. Comfort and effectiveness translating between end user's needs and database output.
- Ability to make presentations and train individuals in software applications. Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and simultaneously manage multiple priorities to ensure goals are met in a timely manner.
- Ability to work cross functionally in a small team-based environment.
- Ability to build effective working relationships both internally and externally. Diligent work ethic and personal drive and ability to prioritize multiple tasks while working independently.
- Proficiency with Salesforce PatronManager and Microsoft Office Suite and supporting technologies.
- Ability to both plan for and respond strategically to threats and opportunities.

The MSV offers an excellent benefits package including health, dental, life, vision, and disability insurance; paid vacation, sick and holidays; retirement plan, and more. To apply please send cover letter, resume, references, and salary requirements to [jhendren@themsv.org](mailto:jhendren@themsv.org). **NO PHONE CALLS PLEASE.**

