



Michener Art Museum

Job Posting – Advancement Operations Administrator

The James A. Michener Art Museum, a private non-profit institution with a \$3 million operating budget, seeks a full-time Advancement Operations Administrator who will work in tandem with the rest of the Advancement Department.

Under the supervision of the Senior Director of Advancement, the Advancement Operations Administrator will be responsible for the oversight and maintenance of the Museum's donor database through the effective use of The Raiser's Edge. This position requires efficient and accurate methods of gift entry, processing reports, developing and implementing policies and procedures regarding database management, and training staff as necessary.

The successful candidate will have the following qualifications:

- Proficiency and previous experience with The Raiser's Edge including query and export building
- Prior experience with consistent data entry highly preferred
- Prior experience working within an Advancement/Development office
- Advanced computer literacy, including database management and report generation, Microsoft Office Suite proficiency, ability to generate mail merges, and other essential functions
- Demonstrated ability to manage multiple projects, meet deadlines, and work independently while functioning as a member of a team in a fast paced environment
- Capacity to take initiative and prioritize duties in an exceptionally organized manner
- Ability to act with discretion and maintain professional demeanor at all times
- The candidate must be flexible to work occasional evenings and weekends
- Bachelor's Degree preferred

This is a full-time position with benefits and a competitive non-profit salary. EOE.

To apply, please send cover letter, resume, references, and salary requirements to Laurie McGahey, Senior Director of Advancement at lmcgahey@michenerartmuseum.org or mail to James A. Michener Art Museum, Attn: Laurie McGahey, 138 South Pine Street, Doylestown, PA 18901. No phone calls, please.