

DETROIT HISTORICAL SOCIETY



Job Title: Database & Prospect Research Coordinator, Full-time

Department: Development

Reports to: Manager of Individual Gifts & Stewardship

Annual Salary Range: \$48,000.00 - \$52,000.00

The Detroit Historical Society's mission is to tell Detroit's stories and why they matter. Founded in 1921, the Society has been bringing together diverse voices and communities around the stories of the region to find their place in the present and inspire the future for over 100 years. Located in Detroit's cultural district, the Society administers and develops exhibitions and programming for the Detroit Historical Museum, the Dossin Great Lakes Museum, and our Collection Resource Center at Historic Ft Wayne. The team cares for nearly 250,000 artifacts in its collection and relies on a staff of over 50 individuals to help to continue to bring Detroit's vibrant stories to life.

Position Description

The Database and Prospect Research Coordinator will provide support to the Development Department by providing data analysis, plus planning and research to gather relevant information regarding potential donors in the DHS database as well as other resources. This position will lead the Development team in evaluating annual giving metrics, analyzing various appeal strategies and will be responsible for managing the DHS constituent database, monitoring pledges, plus be an expert user of the database for reporting and analysis. This position will also have an active role in the maintenance and reporting of qualitative and quantitative data and have the opportunity to work with all levels within the organization and be considered a critical and strategic member of the Development team.

Major Responsibilities

- Lead the Development team in evaluating annual giving metrics and analysis of various appeal strategies.
- Provide detailed reports that give the Development team required statistics to analyze the frequency, recency, and monetary metrics of annual donors.
- Lead regular training sessions on ALTRU database to ensure user-accuracy input.
- Assist management with annual revenue projections based on data-driven research.
- Assist Development management with creating reports used to analyze Corporate, Foundation and Individual Giving.
- Provide Annual Fund insight by analyzing which strategies are most effective and those to be discontinued.
- Track Cost to Raise a Dollar and Return on Investment for Annual Fund methods, strategies and fundraising events.
- Assist in the maintenance and preparation of Society mailing lists.
- Resolve Online Sales Orders by completing unfinished orders for Webform Sales.
- **Database Editing:** Correct online sales data entry errors; create relationships for related individuals; merge duplicate records; update addressee/salutations to informal/joint/nickname/different last names; and edit addresses for uniformity.
- Process address finder and create appeal record and run queries to generate mailing list.
- Run annual search to remove long-inactive constituents and deceased members to maintain up to date records.
- Create/process appeal record and generate fundraising focused segmentation.
- Create ask ladders.
- Review and edit list for accuracy.
- **Altru Assistance:** Set up new hire users in Blackbaud/Altru to complete required and recommended training; help coworkers troubleshoot and set up programs, events, queries and other needs; create how-to guides for Altru procedures; provide guidance for usage and standardization of data entry; monitor ticket sales for inconsistencies and inventory; set up discounts for programs, tickets, and membership; and enable webforms.

General Responsibilities

- Generate mailing/invitation lists, giving histories, membership statuses, new pledge/pledge payment reports and donor lists. Sort/distribute mail including editing RTS mail addresses in Altru.
- Attends informational meetings and assist at events as needed.
- Complete other duties and projects as assigned, directed, or as required to facilitate Society business.

Required Qualifications for Successful Position Performance

- Be a skilled problem solver.
- Perform accurate data entry used to design and generate reports for exploring fundraising trends.
- Be solely accountable for the fundraising database and its management as an integral fundraising tool.
- Be a self-starter with the ability to produce effective and efficient results in a fast-paced environment.
- Be available, as required, for occasional evening and weekend work hours to support fundraising events.

Preferred Qualifications

- Microsoft Office Suite proficiency, including, but not limited to mail merges.
- Ability to manage multiple tasks with concurrent deadlines and with an excellent attention to detail.

Education and Experience

- Bachelor's degree or equivalent.
- Previous nonprofit or comparable work experience.
- 2-3 years minimum of SQL database management experience, preferably with Altru or Raisers Edge.

Compensation & Benefits (Full-time Employees only)

DHS offers a comprehensive benefit plan that includes short/long term disability, medical and dental coverage (with premium sharing) and other benefits.

- Paid Time Off (PTO) policy of 20 days per fiscal year.
- Annual salary range for this position is \$48,000.00 - \$52,000.00, depending on qualifications and experience.
- Paid holidays.

Paid Parental Leave (Both Full-time and Part-time Employees)

- After 12 months of qualifying service in coordination with FMLA.

Candidates must have reliable transportation and be willing to undergo a criminal background check.

Please note **Annual Salary Range** prior to sending résumé and cover letter to the

Human Resources Department at humanresource@detroithistorical.org No phone calls, please.

EEO Statement

The Detroit Historical Society (DHS) is an Equal Opportunity Employer seeking to reach a broad and diverse candidate pool when filling vacant positions. We strongly encourage applications from individuals of diverse backgrounds. We sincerely believe that our organization and its work benefit from the perspectives and talents of a diverse staff. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability or other applicable legally protected characteristics. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.