

## Office and Database Manager

The Office and Database Manager plays an important role in supporting museum operations, in particular the development and education departments. Responsibilities include first contact with the public, facilitating office operations, and managing vital databases. The Office and Database Manager reports to the Executive Director.

### **Office Management Responsibilities:**

- Answers telephone, providing basic information to callers as appropriate, and directing callers to the appropriate staff member or other sources of information
- Manages regular, bulk and parcel mailings
- Organizes bills for timely payment and filing paperwork following payment
- Prepares and makes deposits of all funds received
- Manages office supplies
- Keeps organizational calendar
- Maintains administrative files
- Oversees operation of office machines and assists other staff with technical problems

### **Data Management Responsibilities:**

- Keeps complete, accurate, up-to-date electronic and manual records of all types of contributions
- Conducts routine membership retention measures; assists other staff and volunteers with recruitment efforts
- Manages volunteer database
- Manages reservations for programs and special events with electronic and paper systems as needed
- Assists Development Director in upkeep of website, social media, and blogs
- Other duties as may be assigned from time to time

### **Key Competencies:**

- Demonstrated skills in basic bookkeeping
- Ability to work productively in a busy environment and accomplish detailed tasks in spite of interruptions
- Strong organizational skills
- Strong command of Word, Excel, and successful experience with database and fundraising software, website maintenance and online social media tools
- Excellent written and oral communication skills
- Successful background and experience with customer service or as a receptionist
- Demonstrated ability to work with a variety of people
- Flexibility with shifting job responsibilities

Experience in a museum or other nonprofit setting is advantageous.

The Office and Membership Manager position is full-time with a competitive compensation package. The Museums of Old York is an equal opportunity employer.

Email resume and letter of interest as .pdf or .doc attachments [director@oldyork.org](mailto:director@oldyork.org)