



Employment Opportunity – Database & Gift Processing Associate Full-Time (On-Site)

The Cummer Museum of Art & Gardens seeks a self-motivated, highly organized and detail orientated individual with excellent communication and customer service skills to support the Advancement Team in elevating this cultural gem throughout the community and region.

Essential Functions:

- Work closely with a talented Advancement team to grow and improve the Museum’s fundraising efforts by ensuring the donor database system is accurate and all gifts are entered, tracked, and acknowledged accordingly.
- Support the Museum’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individuals, commitment to our community, accountability, and ownership.
- Enter financial gift and donor data into donor database system. Prepare daily, weekly, and monthly reports.
- Accurately manage the daily gift processing cycle, including bank deposit preparation and data entry of cash and non-cash contributions.
- Reconcile deposit forms for general ledger data entry and forward to Finance with appropriate documentation.
- Print and distribute membership cards, ensure confidentiality of member information and logging of gift membership.
- Accurately record and maintain gift and other donor information in Altru database.
- Maintain the donor/prospect database and effectively use Altru database.
- Merge and print receipts/acknowledgements for gifts processed. Produce gift acknowledgement letters within 48 hours of receipt.
- Maintain the highest level of confidentiality related to data, gifts, and conversations with or related to donors and members.
- Ensure Finance department has accurate information as it relates to donor contributions.
- Assist advancement department with donor-related events, set-up, tear down, check-in, or other assistance as needed.
- Utilize Altru reports to prepare all reports, analysis, and other specific requests for information about gifts and donor information in support of all Advancement efforts.
- Establish standards and protocols to achieve 100% accuracy in all processing, transmittal, and acknowledgement of gifts.

- Willingness to serve as partner with Finance team on accounting transactions and gift processing.
- Train all Altru users in proper data entry procedures. Serve as subject matter expert for Altru users on staff.
- Work cross-departmentally and attend weekly meetings to discuss gift transactions and reporting.
- Maintain documentation of all gift recording and database procedures.
- Other job duties as assigned.

Knowledge, Skills and Abilities:

- High School diploma/GED- College degree preferred.
- Commitment to diversity, equity, and inclusiveness.
- Familiarity with and understanding of the purpose of fundraising in a nonprofit (or similar) setting.
- Bookkeeping/accounting experience with the desire to meet expectations of efficiencies, timeliness and accuracy (1-2 years).
- Experience using automated bookkeeping software and/or system (2-4 years) preferred.
- Strong mathematical and computational skills and the ability to audit or proofs one's own work to ensure accurate calculations.
- Demonstrated ability and desire to learn, apply and retain complex and detailed processes and procedures.
- Strong analytical and problem-solving skills with the ability and desire to work and analyze large sets of data and produce reports.
- Ability to work independently, exercise discretion, diplomacy and use good judgment in performing all responsibilities.
- Strong oral and written communication skills and the ability to articulately respond to donor calls and inquiries.
- Strong organizational skills with the ability to thrive in a fast-paced, cyclical environment while managing multiple priorities within strict deadlines.
- Ability to provide superior customer service for all constituents of the Museum, respond to customer service needs, be reliable, have an outgoing attitude and welcoming nature.
- Computer skills in Microsoft Office 365 (Word, Excel and Outlook) or ability to learn software quickly.
- Ability to handle cash, checks, and assets received in a secure manner.
- Ability to handle and maintain confidential information.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.
- Schedule may include nights and weekends due to events.

Working Conditions and Physical Requirements:

- Must be able to occasionally lift/move up to 10 pounds.

- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Normal building and office environment with occasional outside work.
- Frequently required to talk and hear.
- Frequent periods of sitting (6+ hours) may be required during the workday
- Frequent periods of standing (4+ hours) may be required during events

Why us?

- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%
- Generous Paid Time Off and Holiday Structure
- Emphasis on Diversity and Inclusion throughout our organization
- Early Access to exhibitions before public access
- Museum membership with North America Reciprocal Museum (NARM) access
- Discounts in café and shop
- Competitive compensation with opportunity for professional development
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

Our Mission: To Engage and Inspire through the arts, gardens, and education.

Remote work: None

Direct Reports: None

Hours: Monday-Friday, 8am-5pm

Salary Range: \$18-\$21 Hourly

Qualified applicants send résumé and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or jobs@cummuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and

unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.