



POSITION: Database Assistant

REPORTS TO: Associate Director for Member Services

STATUS: Part-time, non-exempt

Job Summary

Reporting to the Associate Director for Member Services, the Database Assistant supports the maintenance and development of the Museum's CRM software and database and is responsible for records management, data integrity, entering and acknowledging gifts and memberships, and providing reporting detailed analysis to ensure fulfillment of the mission of the Mississippi Museum of Art. This is a grant funded, part-time, four-year position.

A list of essential job functions is below. This list is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

Essential Functions

Role #1: Records Management and Data Entry

- Responsible for maintaining constituent records (individual, corporate, foundation, and other supporters) including donors, donor prospects, members, etc.
- Responsible for overall data consistency, integrity, and for maintaining accuracy of the MMA's constituent records in Altru from all data sources (daily, online, and advanced sales, mail, other software, etc.)
- Responsible for accurately entering and processing all gifts and memberships into Altru.
- Responsible for the integrity of the CRM's data and for making updates and corrections from all data sources (daily, online, and advanced sales, mail, etc.)
- Responsible for printing acknowledgements, renewals, tributes, member cards, and other constituent correspondence in a timely fashion.
- Works closely with the Visitor Services Assistant to ensure proper usage of Daily and Advance Sales in Altru.
- Works with the business office to reconcile funds and to assist with the Audit.

Role #2: CRM training and procedures

- Assist other MMA staff with database operations to ensure the database's integrity, assigns new user logins and Altru rights, answers Altru questions, and is responsible for Altru training for the MMA users.

- Assists the Associate Director for Member Services to develop systems, procedures, policies, training, and best practices to utilize Altru the fullest.

Role #3: Reporting and other tasks

- Responsible for daily reporting of attendance and financial activity
- Assists all departments in the collection and recording of data needed for grantmaking, grant reporting, marketing, benchmarking, etc.
- Responsible for exporting information out of Altru and creating reports out for all departments – donor lists, board reports, senior leadership reports, audit reports, email lists and mailing lists for marketing, etc.
- Responsible for creating ticket, program, and event registration links and attendance lists for ticketed exhibitions, programs, events, camps, etc.

Competency

- Associate's degree and a minimum of two years of related experience in a database administrative position or 5 years database administrative experience

Knowledge, Skills, and Abilities

- Minimum 2 years demonstrated database experience within a customer relationship database.
- Proficiency with Word and Excel
- Analytical and problem-solving skills
- Communicative and collaborative
- Willing to accept constructive feedback
- Highly organized

Expected Hours of Work

- Non-exempt - This is a 25-hour a week job, primarily between Monday through Friday. Some evenings and weekends may be necessary to support Museum events and programs.
- This position is grant funded for four years.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some duties may require long periods of standing and walking as well as frequent reaching and kneeling, pushing, pulling, carrying, lifting, and moving objects 5 pounds or more.
- Work may be performed by indoors and outdoors in different weather conditions.

About the Mississippi Museum of Art

The Museum is an Equal Opportunity Employer and is committed to creating a

diverse environment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum of Mississippi – a museum that connects Mississippians to our culture, our history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it our responsibility to the community to explore and examine every facet of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

Mission

The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

Vision

Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.

Core Values

- **Warm Welcome + Inclusion.** The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- **Honesty + Diversity.** Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect difference in the service of increased understanding and empathy.
- **Local Relevance + National Distinction.** The Museum pursues deep investigations into Mississippi's cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
- **Artworks + Artists.** Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.
- **Excellence + Equity.** Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style.

- Trust + Authority. The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.

Employee Values

A successful member of the Museum's team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.

To apply for an opportunity to be a part of our dynamic team, please send your cover letter and résumé to careers@msmuseumart.org.