

REHOBOTH ART LEAGUE

Job Description

Position Title:	Database and Office Administrator
FLSA:	Exempt – Administration
Pay status:	Full-time, Salary
Reports To:	Executive Director
Direct Reports:	N/A
Date Last Revised:	October 2021

Purpose of the Job Summary

The Database and Office Administrator supports the Rehoboth Art League's administrative, business, and operational functions. This position will effectively maintain community member, donor, student, volunteer, and staff information through integrating database activity across departments and will prepare reports and communications utilizing that information. The position is responsible for data integrity, improvement, analysis, donor research, staff training, database integration, payment portal management, and outreach to constituents. Through database management and general office administration, this position supports the Exhibition, Education, and Development Departments in fulfillment of the mission of the Rehoboth Art League.

Key functions

- Updates and maintains the records of the various constituents of the RAL including, but not limited to: student, artist, art buyer, instructor, members, organizational partner, vendor, volunteer, patron and donor databases
- Oversees the donor management software by supporting the Director of Community Engagement through data entry and organization, data structure and retrieval, report customization and analysis, and data entry quality control
- Responsible for the processing of contributions, acknowledgements, event tickets, payments, and purchase orders, and is the point of contact for the reconciliation of contributions and expenses
- Supports development operations through the coordination of recognition letters for donations & memberships and coordinates the membership renewal process
- Oversees the course registration software by supporting the Education Programs Director through data entry and management, ensuring cross-platform uniformity
- Supports the Education Director in taking class registrations, interfacing with registrants as needed, and providing class rosters and other necessary reports
- Serves as the primary contact for database software vendors, informing staff of new enhancements and facilitating training to those updates and enhancements when needed
- Supports the Director of Exhibitions through updating artist information in the database, ensuring that current member artist information is available to coworkers
- Manages RAL's online Artist Roster by interfacing with member artists
- Ensures lists used to confirm membership, donations, class enrollment, show applications, mailings, volunteers and other constituents are kept up to date and available for use in the organization.
- Coordinates the development of applications and forms with appropriate staff and sets up internal procedures for the paperless retention of records associated with those apps and forms.
- Develops the email and snail mail lists for distribution and coordinates with the appropriate coworkers, volunteers, and vendors to complete the mailing

- Acts as the first point of contact for visitors to RAL offices
- Supports the Executive Director in Human Resources related activities, including new employee and trustee orientation
- Oversees the management of petty cash in the office, working with the bookkeeper to provide documentation and financial oversight with RAL groups (pottery, sketch group, print studio)
- Manages equipment and office supply purchasing according to RAL policy
- Acts as staff liaison for general campus projects, including serving as the point of contact for vendors
- Coordinates renewals for contractors in administrative and operational functions including: building/ground repairs, insurance, legal, and IT
- Manages the record keeping for facility maintenance, contracts, and upgrades
- Establishes and maintains internal filing system for shared organization files, and updates them annually

Key Performance Measures

Performance will be measured by evaluating execution of key functions, particularly as related to advancing the strategic goals of the organization.

Skills and Competencies

- A minimum Bachelor's Degree required, with experience in administrative and data management
- Highly proficient in administrative software platforms such as Microsoft Office
- Experience in or willingness to learn donor management software (DonorPerfect), course management software (ProClass), point of sale systems (Masterpiece), and email marketing software (Constant Contact)
- Prior experience in organizing business operations, such as buildings and grounds management, a plus
- Outstanding analytical & organizational skills and attention to detail
- Ability to organize and execute programs simultaneously
- Excellent customer service and communication skills
- Creative mind and sense of humor

Physical Abilities and Requirements

- Sitting throughout the day, working with a computer.
- Repetitive movement on computer keyboard throughout the workday.
- Lifting and moving files, boxes, etc. up to 30 pounds.
- Walking to and from multiple buildings on campus, climbing stairs

This job description includes, but is not limited to, the duties and responsibilities as noted above. The essential functions of this job description are not exhaustive and may be supplemented.