

**Database Coordinator (DC)**  
**Pittsburgh Glass Center**  
Full time year-round exempt status

**Deadline to Apply:** Sunday, August 15, 2021

**About Pittsburgh Glass Center**

Pittsburgh Glass Center is a nonprofit, public access school, gallery and state-of-the-art glass studio dedicated to teaching, creating and promoting glass art. World-renowned artists come here to make studio glass art. People interested in learning more about glass come here to take a class, explore the contemporary gallery and watch live hot glass demonstrations.

As one of the top glass art centers in the world, we pride ourselves on providing exceptional resources and instruction to expand the skills and knowledge of our students and artists. We strive to foster a new generation of glass artists and enthusiasts here in the Pittsburgh region.

Pittsburgh Glass Center is an important arts organization in Pittsburgh that is helping the city connect its history as a major producer in glass to its creative future through the innovative use of glass as art.

**Mission**

Glass Art: We teach it. We create it. We promote it. We support those who make it.

**Vision**

PGC fuels a thriving glass art ecosystem of people, facilities and innovative programming that together shape our region's creative economy. From the casually curious to the master artist, PGC welcomes and nurtures everyone so they are **amazed, inspired and transformed.**

**Guiding Principles**

Our guiding principles of creativity, collaboration, sustainability, diversity, and excellence,

**About the position**

This newly created position will support Pittsburgh Glass Center's (PGC) fundraising and marketing efforts by ensuring efficient systems and standards for data entry and management. The Database Coordinator (DC) will be responsible for inputting, maintaining, and managing all data related to donors, prospective donors, students/class participants, members, funders, grants, contacts, Art on Fire (PGC's annual auction) and relationship building. The Database Coordinator will provide administrative support to the Development and Marketing Directors and assist the Communications Manager, as needed, with solicitations, communications, surveys, and event logistics.

**Essential Duties and Responsibilities**

1. Enters and maintains all data on gifts, donors, members, class registration and purchases. Enters new contacts gathered by staff into the system, individually or through imports, as needed. Manages process for receipt and acknowledgements. Prepares reports.
2. Reconciles all earned income after each semester (three per year) and all contributed income monthly with the finance department.
3. Establishes and follows appropriate policies, standards, and guidelines for data management for fundraising, membership, and communications including confidentiality, gift receipting, recording purchases and/or registrations, acknowledgements, membership benefits and reporting.
4. Documents procedures and provides staff training to maximize database utility.

5. In coordination with the Communications Manager, prepares all data like mailing lists necessary for appeals and communications.
6. Supports Communications Manager with collection and analysis of survey data.
7. When requested, prepares pre-solicitation reports containing donor specific information to help cultivate and solicit key prospects and donors. Maintains portfolio information in the database for all portfolio managers. Participates in monthly portfolio review and strategy planning meetings, provides data on prospects, donors, and members as well as moves management.
8. Directly responds to donor, member and class participant inquiries and complaints, via phone, email, or letter, including problems with checks, credit cards, EFT, and stock gifts.
9. Supports the Communications Manager with logistics for fundraising and marketing activities and events.
10. Manages the inventory of Artwork for Art on Fire, PGC's annual auction.
11. Manages digital inventory, including Penn/Fairmont (PGC's retail line of glassware).
12. Assists the Development Director on research and identification of new funders and donors.
13. Provides administrative support, as needed, to the Development and Marketing Directors.

### **Knowledge, Skills and Abilities**

Proven track record of database management in a nonprofit setting. Experience with donor and/or arts organization database systems a plus. Ability to meet deadlines, high level organization and attention to detail, knowledge of development principals, fundraising techniques and ethics, ability to multi-task and work independently, strategic thinker with the ability to manage tactical implementation, high comfort with technology solutions, appreciation for glass art, fun, creative with sense of humor.

### **Education/Experience Requirements**

Associate's or bachelor's degree or equivalent experience in data management; Minimum 2-3 years of professional experience with a preference for arts or nonprofit related experience.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be used to enable individuals with disabilities to perform the essential functions. The work environment characteristics are representative of those an employee encounters in an office environment.

### **Salary & Benefits**

This is a salaried full-time position. Salary range is \$32-35,000 dependent on experience. Additional benefits include health, dental, and vision insurance, paid vacation, sick time, and complimentary classes at PGC. PGC also contributes to an employer matched Simple IRA for employees after they've been on staff for one year.

### **Diversity Statement**

PGC is dedicated to the goal of building a culturally diverse staff that is committed to teaching and working in a multicultural environment and strongly encourages applications from minorities and women. The Pittsburgh Glass Center values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. The PGC does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship programs, and other PGC administered programs and activities.



### **To Apply**

Applicants should submit a resume with three references and a cover letter that explains their experience in relation to the work, responsibilities, and qualifications listed here.

Applications without cover letters that directly address the candidate's fit with this position will not be considered. All inquiries and resumes should be sent via email to [DCsearch@pittsburghglasscenter.org](mailto:DCsearch@pittsburghglasscenter.org) by August 15, 2021.

Interviews will take place in late August and early September and selected candidate will be notified by September 10, 2021. Anticipated start date for the position is on October 1, 2021.

PA criminal history report, Child Abuse Clearance, and FBI Fingerprint clearances will be required for the successful candidate.

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