Position: Gifts and Records Administrator  
Classification: Full-time; Non-Exempt  
Reports to: Vice President of Finance  
Posted February 27, 2020

General Summary
The Gifts and Records Administrator provides accurate and timely data entry, maintains database records and provides acknowledgment letters and membership cards for all membership gifts. In addition, the Gifts and Records Administrator acts as back up for data entry and acknowledgement letter production of all Circles, Corporate, Business Council memberships, development gifts, matching gifts and grants, including pledges and payments.

Essential Functions & Responsibilities
• Process general memberships for deposit, acknowledgement and card production on a daily basis
• Acknowledge all general membership gifts within two weeks of receipt
• Respond to Membership department requests for database updates and acknowledgement reprints
• Assist the Finance department with any general membership database adjustments for monthly reconciliation
• Act as back up for processing and acknowledging major gifts and higher-level memberships
• Maintain organized files for other types of gifts and recordkeeping as needed
• Perform other Operation/IT department duties as assigned

Required Qualifications
• Bachelor’s degree with 2 years’ experience, or some equivalent combination of experience and education
• Strong interpersonal skills, in addition to excellent verbal and written communications skills
• Experience with database systems and/or CRMs, like Salesforce and Raiser’s Edge
• General knowledge of accounting practices
• Excellent computer skills, including proficiency in Outlook, Word, Excel, and PowerPoint
• Ability to maintain a high level of professionalism at all times, maintaining donor and member confidentiality
• Detail-oriented and capable of owning a project and managing it to successful completion
Salary & Benefits

- Salary commensurate with skills and experience, in the general range of $40,000 - $45,000/year
- Medical and dental insurance options (80% of premiums covered by employer)
- Life and long-term disability insurance
- Generous paid time off
- 401(a) and 403(b) retirement options
- Complimentary Museum of New Mexico Sponsor-level membership
  *Includes membership for two adults, and up to four children under age 18, along with membership in the North American Reciprocal Museum (NARM) Association.*

To Apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including “Gifts and Records Administrator” in the subject line of your e-mail. *No phone calls please.*

The Museum of New Mexico Foundation is an equal opportunity employer.