

May 2018

Position Title: Manager, Development Database
Classification: Exempt
Department: Development
Reports to: Director, Prospect Research and Development Database

Function as Tessitura Database expert for the Development Department as it pertains to campaign set up, reporting and management of the database.

RESPONSIBILITIES

- Coordinate collection of data for reports and analyze and run reports to improve effectiveness of Development efforts.
- Oversee information convention building, processing and management of information for Development in Tessitura, collaborating with other team members and departments, developing procedures as necessary. Identify and build Tessitura reports, analysis tools and convention of data entry to expand and enhance Development efforts.
- Partner with other Development team members to develop appropriate and timely Tessitura reports and tools to help drive efficiency and production as a component of New York Philharmonic's strategic fundraising plan.
- Partner with other New York Philharmonic staff closely to ensure fluidity of data sharing and mining.
- Develop training materials for Tessitura best practices and onboarding of new hires and continuously trains staff on additional functionality.
- Work with Tessitura leaders across the organization to develop a shared data model with customers.
- Remain active in the Tessitura community and continue education for knowledge sharing, latest trends, new features, and opportunities for data.
- Manage specialized requests as needed, including reporting for outside institutions.
- Work with IT and Finance to produce reports and analysis to better position Development for success.
- Miscellaneous duties as required.

REQUIREMENTS:

Bachelor's degree with minimum of five years of non-profit experience, preferably within a Development Department, with at least two of those years required in database management; solid understanding and experience with Tessitura are ESSENTIAL; demonstrated strong analytical skills and data visualization skills; proficiency with MS Excel and Office Suite. Must be a strategic and proactive thinker with strong oral and written communication skills. Enthusiasm for classical music noted.