Position: Development and Database Administrator
Reports to: Associate Executive Director & Vice President, Development
Department: Development
Supervises (#): 1 – Development Assistant
Status: Full-time (non-exempt)

Overview

As a key member of the development team, the Development and Database Administrator will provide administrative support to the development office. They will be responsible for tracking activity and producing monthly financial reports for the department, ensuring accuracy and integrity of the BPO’s donor database, Patron Manager. Lastly, they will oversee the Development Assistant.

Key Duties and Responsibilities

- Track annual fund progress and work with the Associate Executive Director & Vice President, Development to provide regular reports to staff and board leaders.
- Prepare gift reports and special funds reports for Associate Executive Director and Finance department
- Prepare and track invoices for the department
- Pull and prepare list for all development related activities
- Oversee the part-time Development Assistant who will enter data and gifts and produce data for acknowledgement letters.
- Update BPO website for department related matters including donor listings, events, etc.
- Provide development updates for the program book
- Oversee social media efforts in the department, including eblasts, 716 and Giving Tuesday
- Meet regularly with the finance team to work in partnership on coding in the system, reporting, adjustments, and best practices
- Provide documentation and analysis for audit
- Create analysis reports for League of American Orchestras and other such organizations
- Work closely with the Senior Manager, Patron Services to guarantee best practices as an organization
- Regularly attend BPO concerts and events
- Perform other duties as assigned
Qualifications

- Professional experience in databases, development, non-profit management or related field; experience with annual fund programs strongly preferred.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Exceptional interpersonal skills and the ability to work collaboratively with all levels of staff, volunteers, donors and prospective donors
- Proficiency with Word, Excel, and Patron Manager
- Appreciation and understanding of the Buffalo Philharmonic Orchestra’s mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines, and discretion in handling confidential information.

Apply

To apply, please submit a cover letter and resume to Katie Johnson, Annual Fund Manager, at kjohnson@bpo.org by 5/20/22.

Equal Employment Opportunity Policy:

The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.