



**Thomas Cole Historic House
Job Description**

Title: Database Manager

Department: Development

Reports to: Director of External Relations

Classification: Non-exempt

JOB DESCRIPTION

Summary

The Database Manager is responsible for providing support to the Development Department by carrying out the duties required to develop and maintain Thomas Cole Historic House's donor database (Raiser's Edge/NXT) and provide information to other departments as needed.

Essential Functions

- Perform gift entry in Raiser's Edge, entering gifts on a weekly basis.
- Work with the Business Manager to gather all gift entry data.
- Produce Raiser's Edge/NXT reports for Development and Finance.
- Manage Raiser's Edge donor database, including maintenance, global changes, reporting, queries, and data clean-up projects with the goal of providing current, consistent and accurate data. Perform updates and corrections to data records as requested by TCHS staff.
- Support the Development Associate in the best practices of pulling mailing lists.
- Perform periodic database reconciliations with Business Manager
- Create organization database training manual and training documentation including protocols for data entry. Train staff and troubleshoot issues as needed.
- Maintain confidentiality of donor information.
- And any other duties as assigned.

Supervisory Responsibility

1. This position has no supervisory responsibilities.

Location, Schedule and Compensation: This is an on-site position located at Thomas Cole Historic House's administrative offices in Catskill, New York. It is part-time, requiring approximately one eight-hour day per week. Compensation is based on skills and experience.

Qualifications:

To perform this job successfully, an individual must be highly proficient in Raiser's Edge database software and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

1. Two years+ of Raiser's Edge database administration with a non-profit organization.
2. Enthusiasm for Thomas Cole Historic House's mission
3. Excellent communication, organizational and interpersonal skills with ability to manage several projects simultaneously and multi-task effectively.
4. High level of attention to detail, accuracy and ability to prioritize tasks and meet deadlines.
5. Strong collaboration skills with ability to work independently.

Physical Demands: During a typical administrative day, this is a moderately sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets, and bend or stand, as necessary. Office workers aren't expected to perform heavy lifting regularly, but they may be expected to lift a box of paper or similar item, which weighs approximately 20 pounds

Thomas Cole Historic House complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable New York State or local laws. Consistent with those requirements, Thomas Cole Historic House will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to satisfactorily perform the essential functions of the job, unless doing so would create an undue hardship.

The Thomas Cole Historic Site (TCHS) is an equal opportunity employer and complies with all applicable federal, New York State, and local laws. TCHS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of actual or perceived race; color; creed; age; religion; national origin; citizenship status; sex (including pregnancy, childbirth, and pregnancy-related medical conditions); gender (including gender identity and transgender status); sexual orientation; disability (which includes functional limitations caused by gender

dysphoria); marital status; partnership status; familial status; status as a victim of domestic violence, stalking, or sex offenses; genetic predisposition; veteran's status; military status; or any other basis protected under applicable federal, state, or local laws, regulations, or ordinances. All TCHS employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, testing, training, promotion, discipline, compensation, benefits, transfers, leaves of absence, and termination of employment.

About the Thomas Cole National Historic Site: The Thomas Cole National Historic Site is an international destination presenting the original home and studios of Thomas Cole, the founder of the Hudson River School of painting, the nation's first major art movement. Located in the Hudson Valley, the site includes the 1815 Main House; Cole's 1839 Old Studio; the recently reconstructed New Studio building; and panoramic views of the Catskill Mountains. It is a National Historic Landmark and an affiliated area of the National Park System. The Thomas Cole Site's activities include guided and self-guided tours, special exhibitions of both 19th-century and contemporary art, printed publications, lectures, extensive online programs, activities for school groups, the Cole Fellowship program, free community events, and innovative public programs such as the Hudson River School Art Trail—a map and website that enable people to visit the places in nature that Cole painted – and the Hudson River Skywalk – a new walkway connecting the Thomas Cole Site with Frederic Church's Olana over the Hudson River. The goal of all programs at the Thomas Cole Site is to enable visitors to find meaning and inspiration in Thomas Cole's life and work. The themes that Cole explored in his art and writings—such as landscape preservation and our conception of nature as a restorative power—are both historic and timely, providing the opportunity to connect to audiences with insights that are highly relevant to their own lives. More information can be found on our website: thomascole.org.

Application Instructions: Interested candidates should submit a cover letter and resume to employment@thomascole.org with "Database Manager" in the subject line.