



The Virginia Museum of Contemporary Art (Virginia MOCA) is an ever-changing museum where neighbors, strangers, students, families, communities, and cultures are invited to explore our shared humanity through locally relevant and nationally resonant contemporary art that's exceptional—in all of its timeliness, restlessness and beauty. Virginia MOCA, a nonprofit 501(c)(3) organization located in the Virginia Beach ViBe Creative District, is one of the only publicly supported museums in Virginia dedicated to contemporary art. Virginia MOCA is currently seeking a Database Coordinator.

Database Coordinator

The Virginia Museum of Contemporary Art is seeking a detail-oriented individual that is capable of working across departments to manage the institution's database NEON. This position will serve as a member of the Institutional Advancement team and report to the department head.

Responsibilities

- Serve as Virginia MOCA's lead database administrator
- Reconcile daily deposits with database records for accurate financial accounting
- Process donations and membership payments daily
- Print and mail monthly membership renewal notices and acknowledgements
- Record and maintain accurate constituent and donation information within the fundraising database to support financial reporting and fundraising efforts
- Carry out daily quality control and other regular data hygiene review processes
- Assist with planning annual appeals
- Prepare weekly departmental performance reports
- Use batch and import functionality to create/update constituent information such as donor records, event registration, gift information, key donor activity, interactions, etc.
- Manage cross-departmental database use and training
- Maintain and update standard operating procedures for database users
- Create and manage all reports to support overall Institutional Advancement objectives, and serve in a supporting role for all other departments
- Follow Virginia MOCA Institutional Advancement Department rules and guidelines to ensure a donor-centered approach to fundraising and compliance with ethical and technical standards
- Other duties as assigned

Required Skills and Abilities

- Proactive self-starter who is detail-oriented and efficient, with a commitment to excellence

- Ability to build and manage internal cross-departmental processes that yield reliable results
- Ability to communicate over the phone, video calls, and in person in an effective and personable manner
- Ability to write in a succinct and professional style
- Flexibility and willingness to switch tasks as demands require
- Ability to remain organized and effective while working in an environment with competing priorities
- Ability to think strategically and to express critical opinions tactfully
- Ability to respond to crises with grace under pressure
- Ability to work productively with minimal supervision
- Ability to work with diverse groups and individuals
- Ability to work both virtually and in-office
- Proficiency in Microsoft Office Suite required
- Work occasional nights and weekends (most with advanced notice)

Experience and Training

- Experience in non-profits preferred, but not necessary
- Demonstrated organizational improvement and process implementation within and across departments
- NEON database experience a plus
- Experienced candidates are preferred, but entry-level candidates will be considered

This is a full-time position with benefits, and a salary of \$36,000-\$38,000 per year. The ideal applicant will be a congenial, confident, and well-organized team player who is energized by the prospect of working in a dynamic, leading regional arts institution poised for significant growth.

Interested parties should send a resume and cover letter to homer@virginiamoca.org. The position will remain open until filled.

Virginia MOCA strives for an inclusive work environment and actively embraces a diversity of people, ideas, talents, and experiences. We highly encourage people of color, individuals with disabilities, and other historically underrepresented groups to apply.