



POSITION DESCRIPTION

Position Title: Database Administrator
Status: Part-Time, Non - Exempt
Reports To: Vice President of Advancement

The Jacksonville Symphony seeks a part-time (20-25 hr./week) database administrator to manage the Tessitura software for the Development Department; this position may become fulltime after July 1, 2021. This position reports to the Chief Advancement Officer.

The primary responsibilities include: Gift entry (daily cash receipts, pledges, etc.), Gift acknowledgements (master letters, payment installment letters etc.), Pledge Billing. In addition, the Database Administrator will be responsible for building and mapping of Development Funds, Campaigns and Appeals; Special Event Set up and tracking; auto billing; list extraction, and Campaign giving comparison report tracking.

The Database Administrator will also produce monthly reports and reconcile with the Finance Department, assist with the annual audit, conduct batch reconciliation and maintain development back up and paper files. This position is responsible for adding new and maintaining existing staff Tessitura users, as well as Tessitura help desk ticketing and billable hours.

Desired traits, characteristic and qualifications.

- Experience with the Tessitura software system preferred but not essential. Experience with a fundraising database system required.
- Excellent knowledge of Microsoft Office.
- Ability to work across departments in a collegial manner.
- Strong communication skills.
- Ability to think creatively and analytically.
- Sense of humor.

About the Jacksonville Symphony:

As Music Director Courtney Lewis begins his sixth season on the conductor's podium, the Jacksonville Symphony celebrates the 2020/21 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost 100 performances in Jacoby Symphony Hall and communities throughout Florida.

The Symphony is also a leader in the community for music education, serving four county school districts and over 35,000 students.

The Jacksonville Symphony offers a competitive salary. This position is eligible for full benefits including medical, vision, life insurance, long-term disability, and a 403(b)-retirement plan.

The Jacksonville Symphony 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, recall, transfer, leaves of absence, compensation and training.

To Apply:

To apply for this position, please submit a cover letter of introduction outlining your specific experience and qualifications, and resume in PDF format to Andreea Vineyard at HR@jaxsymphony.org. No phone calls, please.

1/2021