



Development and Data Associate

ABOUT City of Asylum Pittsburgh

City of Asylum Pittsburgh builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

We offer a broad range of free literary, arts, and humanities programs in a community setting to build social equity through cultural exchange. And by transforming dilapidated properties into homes for our programs, we anchor neighborhood economic development.

City of Asylum was founded in 2004 and is the largest writer sanctuary in the world. Located in Pittsburgh, PA, we are the U.S. headquarters of the International Cities of Refuge Network (ICORN), and do important work locally, nationally, and globally. We present over 150 free arts and humanities programs annually in Pittsburgh. Our international peers now deem us “the model for what a City of Asylum can be...expanding the idea of what is possible.”

Our neighbors credit us with breaking down barriers of race, gender, and class in our community.

City of Asylum

40 W. North Avenue, Pittsburgh, PA 15212

Email: jobs@cityofasylum.org

Website: www.cityofasylum.org

JOB DESCRIPTION

The Development and Data Associate serves as the primary user of the CRM software (Patron Manager / Salesforce) ensuring the accuracy, timeliness, and completeness of its data. This position reports to the Director of Development and works closely with a variety of staff

including the Director of Finance, Director of Programs, and Marketing Manager. The ideal candidate should possess work experience in data entry / management, effective communication skills, good organization skills, and be detail oriented, flexible, and an excellent team player.

RESPONSIBILITIES

- Process all gifts, pledges and grant awards in a timely manner.
- Maintain constituent records in Patron Manager including donors, program attendees, volunteers, artists, etc.
- Facilitate the moves management process for patrons and donors, ensuring timely entry of data and generating action items to assigned fundraisers.
- Produce regular reports on gifts, pledge reminders, campaigns, and attendance. Generate lists for marketing and fundraising campaigns. Provide end of year donor statements.
- Facilitate monthly and annual reconciliation of gifts and pledges in collaboration with the Director of Finance / Accountant to ensure accurate records.
- Manage and maintain data quality across various databases and sources (Patron Manager / Salesforce, MailChimp, DonorBox, Crowdfunder) to ensure accuracy and uniformity
- Assist in planning and implementing fundraising events and campaigns: extract and manage lists, manage mailer production, work closely with the printer and mailhouse; process acknowledgments
- Provide support and training for all staff users of Patron Manager (build reports, extract data). Manage relationships with database vendors.
- Maintain documentation of processes and procedures for database maintenance, gift processing, end-of-year activities, and policies that improve data integrity.

QUALIFICATIONS

- One plus years of office experience, preferably in a nonprofit or community setting
- Experience with a CRM platform a plus, preference will be given to candidates with Salesforce / Patron Manager experience
- Competency in Google Apps, Microsoft Office, particularly with mail merge functions and work in Excel using formulas and pivot tables
- Ability to work collaboratively and effectively with colleagues and people with diverse backgrounds
- Excellent communication and interpersonal skills
- Curious, self-starter with strong time management abilities
- Occasional evenings and weekends may be required
- Interest in the arts, human rights, and/or international issues

REQUIREMENTS

- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion

COMPENSATION/BENEFITS

This is a full time, exempt salaried position, working in-person at our office.

- Annual salary range, based on qualifications: \$37,000-\$40,000
- Healthcare (up to \$250 monthly reimbursement for benefits or medical expenses)
- Paid Time Off (12 days of PTO the first year) plus 8 paid holidays
- Vanguard Simple IRA with 3% match

NON-DISCRIMINATION POLICY

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law.

City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.

HOW TO APPLY

Please send a cover letter, resume, and marketing campaign samples to jobs@cityofasylum.org with “**Development and Data Associate**” in the subject line.