



# LYME ACADEMY

O F F I N E A R T S

## **Nonprofit Donor Development & Database Project Manager Job Description**

The Lyme Academy of Fine Arts is seeking a part-time Donor Development & Database Project Manager. This position plays an essential role in the building, management, and organization of the Academy's donor database and development planning. This one-year contract position will establish a strong foundation to achieve long-term development goals. The Donor Development & Database Project Manager reports to the Managing Director.

### **Key Responsibilities:**

- Develop a comprehensive donor list from various sources and formats.
- Perform data entry to establish donor profiles.
- Create and maintain a robust donor database using our student information system (Campus Cafe).
- Design and implement donor/development report templates.
- Assist in planning short- and long-term development goals, including initiatives for Lyme Academy's 50th anniversary in 2026.
- Identify, plan, and assist in preparing grant applications.
- Identify, plan, and support efforts to secure scholarship funding.
- Provide logistical support for fundraising events.
- Support annual appeal campaigns.
- Plan and coordinate donor communications and updates.

### **Qualifications:**

- Highly organized with strong attention to detail.
- Previous experience in development or fundraising.
- Proficiency in data entry and database management.
- Familiarity with or ability to quickly learn the Campus Cafe program.
- Proficient in Microsoft Word, Excel, and Google Suite.

### **Salary and Schedule:**

- Part-time position totaling 12 hours per week, spread across 3-4 half-days on campus. Anticipated contract/start date is September 2024.
- Compensation for the project is \$30,000, paid in bi-weekly installments over the one-year contract period.

Please note that this position has the potential to transition to part- or full-time employment after contracted project completion.

Application deadline is August 23, 2024.

It is the policy of Lyme Academy of Fine Arts not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

Please apply at [www.lymeacademy.edu](http://www.lymeacademy.edu) under the "Opportunities" tab.