SUMMARY
The Data and Systems Manager is responsible for overseeing the quality, accuracy, and health of the American Composers Forum’s database systems. The Manager will assist program, membership and development functions of the organization by providing ongoing management of data information systems and data analysis. Responsibilities include maintaining accurate profiles for individual donors, members, program participants, and community partners. Utilizing information in eTapestry and Member Press, this role will proactively contribute to strategy based on data information and reports.

Day-to-day responsibilities include accurate, appropriate and timely processing of contributions and memberships, all aspects of gift accounting and documentation through the database, financial reporting and gift acknowledgements. This position also serves as a liaison among development, program, and finance departments. Reporting to the Vice President of Development, the successful candidate will be committed to diversifying our community, striving to engage our members, and ensuring the relevance of ACF’s mission.

SIGNIFICANT RELATIONSHIPS
Internal
• VP of Development and Senior Staff
• President
• Program Staff

External
• External Constituents including Donors and Members
• Institutional Funders
• Board and Committee members

RESPONSIBILITIES
Gift and Membership Accounting / Information Management
• Manage accurate, timely processing of incoming contributions and memberships.
• Oversee contact reports and maintenance of current donor information in database.
• Create and send thank you letters to individual, corporate, foundation and government donors.
• Create donor recognition lists for Annual Report and other materials
• Prepare and execute deposits of all donations and non-gift payments
Individual Annual Fund, Program Funding, Special Campaigns and Fiscal Agencies
- Query and execute solicitations, letter merges, and timely acknowledgements
- Maintain annual fund and campaign status reports
- Track and remind pledges and manage recurring donation program
- Meet quarterly with VP of Development and VP of Finance to reconcile incoming gifts and memberships
- Maintain proper documentation and reconciliation of all transactions
- Produce monthly tracking reports and other reports as necessary

Program Information Management
- Manage, maintain and update program activity and constituent information for various programs
- Upload, enter, and/or migrate data from spreadsheets or other software platforms into eTapestry and Member Press
- Develop queries for constant contact/email, program usage, and letter merges

Information and Digital Support
- Manage database, web, and conferencing platforms
- Update website with new program information, incoming board members, and press announcements
- Assist with special event planning, registration, and execution

CANDIDATE PROFILE
An ideal candidate is enthusiastic about ACF’s mission and supporting creative artists. They enjoy data science, and values organization and data-informed strategies. Professionalism with phone and email correspondence and good organization are important in this position. Strong computer skills, knowledge of MS Office applications, and database experience are a must; HTML Code, Google Analytics, eTapestry, Member Press, and/or IT support are helpful.

Ability to work with a diverse group of individuals – whether artists, board members, or supporters – is essential.

SALARY AND BENEFITS
The salary for this full-time, exempt position is $38-40,000/year plus a competitive benefits package including health insurance, dental insurance, FSA, vacation, 403(b) retirement plan and pre-tax transportation program. We value the artistic and other life activities of our staff and welcome occasional remote and flexible work hours. We welcome applicants from outside the Twin Cities but unfortunately cannot offer a moving fee.

The American Composers Forum strongly encourages individuals who identify as non-white race/ethnicity and/or other underrepresented identities to apply. We strive to be a diverse, inclusive, and equitable community and seek to attract candidates with similar priorities. The ACF Board and staff actively engage in learning and practicing principles to create and sustain a welcoming, dynamic, and inclusive environment.
TO APPLY
Step One: Applicant Information
Step Two: Job Application Form
Please contact Bonnie Marshall, VP of Development, with any questions: bmarshall@composersforum.org.
Timeline: Open until filled. Applications received by August 1 will be reviewed first.

ABOUT ACF
The American Composers Forum (ACF) enriches lives by nurturing the creative spirit of composers and communities. Through commissions, grants, mentorships, performances, publications, residencies, and hosted gatherings, we provide innovative opportunities for composers and their music to flourish, and we link communities and composers through creation, connection, and engagement. ACF facilitates an ecosystem that reflects the diversity of our world, and we partner with a variety of creative musicians and organizations to develop the next generation of new music creators, performers, and advocates. Visit www.composersforum.org for more information.