



The Organization: National Philharmonic engages, inspires, and unites diverse communities across the Washington, DC area through outstanding music performances and innovative education programs. Our vision is to share and amplify the power of music. Based in Montgomery County, Maryland, National Philharmonic serves the metropolitan Washington, DC area, including Central and Eastern Maryland, the District of Columbia, and Northern Virginia.

Position: Patron Database & Systems Manager (Part-Time, Remote Possible)

Details: 15-20 hours per week, \$25-27 per hour

National Philharmonic is seeking a detail-oriented Patron Database & Systems Manager to join our team on a part-time basis. As the Tessitura expert, you will play a critical role in managing the database system, coordinating with external partners, keeping the website updated, and supporting each team in reaching organizational goals.

Key Responsibilities:

Reporting to the Director of Marketing, the Patron Database & Systems Manager will:

- Monitor, administer, and maintain the Tessitura integrated CRM environment
- Serve as the primary source of information regarding Tessitura, including best practices, data standards, and database updates
- Build performances, development events, education programs and other sellable items into the Tessitura database, creating new venues and configurations as necessary
- Create and maintain secure transaction pages through TNEW for performances, events, and other sellable products
- Work across teams to create and maintain all web pages on nationalphilharmonic.org for optimal user experience and interface (UX/UI)
- Manage Tessitura lists, generate reports, and analyze data to inform patron communications and fundraising
- Assist the development department in processing donations and generating donor acknowledgements
- Serve as the primary point of communication for the Tessitura Network and consortium communications
- Other database management tasks as needed

Qualifications:

- Expertise in Tessitura and its function within an arts organization, for both administrators and patrons
- Experience in database management and administration
- Strong attention to detail and organizational skills
- Working knowledge of website management, user interface and experience, and basic HTML

- Ability to handle multiple tasks and meet deadlines effectively
- Excellent analytical and problem-solving abilities
- Strong communication skills and the ability to work collaboratively with team members
- A strong interest in data analysis
- Familiarity with fundraising processes and donor acknowledgements is a plus

If you are passionate about data management, website administration, and contributing to the success of an arts organization, we encourage you to apply for the position of Patron Database & Systems Manager at the National Philharmonic.

How to apply:

To apply, please submit your resume and a cover letter detailing your relevant experience with the subject line: **NATPHIL** to jobs@amorrisonconsulting.com. This job is open until filled. For best consideration, please submit your materials by **August 23**.

We look forward to welcoming a dedicated professional to our team and supporting our mission of inspiring and engaging audiences through exceptional music experiences.

National Philharmonic is an equal opportunity employer committed to diversity and inclusivity in the workplace.