



Public Art Fund (PAF), New York's leading presenter of contemporary art projects in public spaces, seeks a **Database Project Manager** for a one-year contract to support the technology transformation and operational efficiency for the organization as it moves into the next phase of its strategic plan.

**About the role:** Public Art Fund has received funding to improve and invest in a series of technological upgrades. Kicking off in summer 2024, PAF will be transitioning to a centralized constituent relationship management (CRM) system that will enable new processes and efficiencies across the organization, including development, marketing, business development, and artist engagement efforts. The **Database Project Manager** will provide vital support for this transition, serving as a key project champion, facilitating communication and management between internal stakeholders, CRM consultants, and software vendors (Salesforce), and ensuring smooth change management for the organization and successful project implementation.

The **Database Project Manager** will work closely with CRM consultants and developers as they engage in project discovery, data migration, database development, and training for PAF's staff. This role will collaborate with team leaders across departments, including Development, Communications, Creative Partnerships, Curatorial, and Operations, to ensure the database implementation project is meeting deadlines and milestones. This role will also serve as subject matter expert on the new Salesforce CRM system as it is built and implemented, ensuring that the database is adopted by staff and incorporated into various existing workflows.

Following the original build of the database, the **Database Project Manager** will troubleshoot issues and field questions for the consultants, work with PAF staff to manage constituent databases (including donors, artists, vendors, members, partners, and visitors), and continue to improve the system over time. Reporting to the Communications Director, this position also works closely with the Development Director, Director of Design & Creative Strategy, and Development Associate.

## **PRIMARY RESPONSIBILITIES**

- **Project Management:**
  - Manage project communication, stakeholder schedules, deadlines, and project milestones
  - Work closely with CRM consultants to lead change management within the organization
  - Document issues and ensure solutions are implemented quickly and effectively
  - Coordinate meetings, trainings, and data collection with internal staff
  - Foster a culture of innovation and best practices, shepherd staff through platform evolution
  - Problem solve and troubleshoot to find the right solution for any given issue
- **Database Management:**
  - Serve as the lead subject matter expert for the new CRM software; Stay informed about the latest Salesforce features, upgrades, and industry trends to ensure the organization leverages the full potential of the platform.

- Collaborate with users and stakeholders to gather and understand database requirements, providing guidance on Salesforce solutions or surfacing issues to CRM consultants
- Perform data entry and updates
- Perform regular data entry audits; verify and correct errors
- Make recommendations for enhancing data entry

#### **QUALIFICATIONS**

- Minimum of four (4) years relevant professional experience in project management, fundraising/marketing/membership, database administration, or similar
- An interest in and knowledge of contemporary art and the art world
- Impeccable attention to detail
- Strong organizational skills with the ability to handle multiple projects and timelines simultaneously
- A motivated self-starter who collaborates well across departments internally and with vendors externally
- Salesforce, or other similar Marketing/Development database experience required.

Please email cover letter and résumé as attachments to [humanresources@publicartfund.org](mailto:humanresources@publicartfund.org). Indicate the job title "**Database Project Manager - 2024**" in the subject line.

The **Database Project Manager** is a one-year, full-time exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodation for medical, religious, or other reasons will be considered in accordance with applicable law.

Work is primarily performed in an office environment, on a hybrid schedule. Hours outside of the scheduled work times are an occasional requirement of the position. Salary is \$70,000 - \$75,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.