

Pratt Fine Arts Center

Job Description

Development Operations Specialist

Department: Development

Reports to: Director of Development

FLSA Status: Hourly, Non-Exempt

FT/PT: Part Time (~32 hours/week)

Compensation: \$28-34/hour

POSITION SUMMARY

Reporting to the Director of Development, the Development Operations Specialist plays a key role in supporting Pratt Fine Arts Center's fundraising operations through the management of donor data, CRM systems, reporting, and administrative processes. This position is responsible for maintaining the accuracy and integrity of Pratt's donor database, supporting gift processing and acknowledgement workflows, producing reports and analytics, and ensuring that development systems and procedures operate efficiently, accurately and consistently.

The Development Operations Specialist helps strengthen Pratt's fundraising infrastructure by serving as the primary administrator of the organization's constituent relationship management system, maintaining data quality, supporting reporting and prospect management, coordinating operational processes for campaigns and fundraising initiatives, and developing systems across the development department. Working closely with the development team, finance, programs, and leadership, this role ensures that fundraising operations are accurate, data-informed, and aligned with organizational record keeping standards.

PRIMARY RESPONSIBILITIES

Development Operations & CRM Administration

- Serve as the primary administrator of Pratt's donor database (Raiser's Edge NXT), ensuring the accuracy, integrity, security, and consistency of constituent and gift records.
- Process and reconcile charitable gifts from all revenue sources, ensuring timely and accurate gift entry, coding, acknowledgment, and documentation.
- Maintain integrations and reconcile constituent and gift data across systems including Art Center Canvas (ACC), MaxGiving, Benevity, and other third-party fundraising platforms.
- Develop, document, and maintain database policies, procedures, coding structures, and data standards that support best practices and organizational consistency.

- Perform regular database audits and data cleanup projects to improve data quality and ensure reliable reporting.
- Generate recurring and ad hoc reports, dashboards, mailing lists, donor portfolios, revenue analyses, and campaign performance reports for development staff, leadership, finance, and the Board.
- Support prospect management by maintaining donor coding, records, portfolios, and fundraising activity tracking.
- Partner with Finance to reconcile gifts, prepare reports, and ensure accurate financial and donor records.
- Coordinate gift acknowledgment workflows and ensure donors receive timely, accurate recognition.
- Identify opportunities to improve development systems, automate processes, and increase operational efficiency across the department.
- Participate in CRM trainings, webinars, and professional development to stay current on nonprofit database administration and development operations best practices.

Fundraising Operations & Campaign Support

- Coordinate the operational components of annual fundraising campaigns, appeals, membership initiatives, and year-end giving efforts.
- Manage donor segmentation, mailing lists, exports, data pulls, campaign coding, and reporting to support fundraising initiatives.
- Provide administrative and data support for direct mail, digital campaigns, donor acknowledgments, and stewardship activities.
- Monitor fundraising timelines and ensure campaign data, donor touchpoints, and operational tasks are completed accurately and on schedule.
- Produce reports and analytics to evaluate fundraising performance and inform strategy.

Prospect Research & Portfolio Management

- Conduct prospect research and assist with identifying, qualifying, and tracking prospective donors.
- Prepare donor profiles, briefing materials, giving histories, and background research for meetings, solicitations, and leadership engagement.
- Maintain prospect portfolios, moves management records, and pipeline reporting in partnership with development staff.
- Support strategic fundraising planning through donor analytics and portfolio reporting.

Donor Stewardship & Communications

- Support stewardship strategies that strengthen donor retention, renewal, and long-term engagement.
- Coordinate donor acknowledgment processes, stewardship mailings, and recognition efforts.
- Manage donor communications and stewardship workflows, including welcome series and recurring donor touchpoints.
- Assist with donor-facing communications, ensuring accuracy, consistency, and alignment with Pratt's mission and brand.
- Support the administration and stewardship of Pratt's monthly giving program through reporting, communications, and donor outreach.

Development Events

- Provide operational and administrative support for Pratt's fundraising events, including the Annual Fine Art Auction and donor cultivation gatherings.
- Maintain data, guest lists, seating information, and donor records related to development events.
- Assist with event logistics, materials preparation, on-site support, reconciliation, and reporting.

Cross-Department Collaboration

- Serve as a collaborative resource across all departments.
- Partner with Marketing to support fundraising campaigns, stewardship communications, and donor materials.
- Participate in development meetings, auction planning, all staff, and other meetings, as needed.
- Represent Pratt professionally with donors, volunteers, community partners, and stakeholders.

QUALIFICATIONS

Required Qualifications

- Three or more years of experience in development operations, database administration, CRM management, nonprofit finance support, business operations, or a related administrative role.
- Demonstrated experience and proficiency administering and maintaining a constituent relationship management (CRM) system, preferably Raiser's Edge NXT.
- Proficiency with Microsoft Excel, including sorting, filtering, lookups, pivot tables, and data analysis; experience with Microsoft Office and cloud-based productivity tools.
- Advanced attention to detail with a proven ability to maintain accurate, complete, and confidential records while working with multiple datasets.

- Strong analytical and problem-solving skills, with experience producing reports, identifying data trends, and improving data quality.
- Experience reconciling data across multiple systems and maintaining consistency between integrated platforms.
- Excellent organizational and project management skills, with the ability to prioritize multiple deadlines while maintaining a high level of accuracy.
- Strong written and verbal communication skills and the ability to explain data, processes, and systems to colleagues with varying levels of technical expertise.
- Ability to work independently, exercise sound judgment, and collaborate effectively across departments.

Preferred Qualifications

- Experience supporting fundraising operations, gift processing, campaign administration, prospect management, or donor analytics.
- Experience developing reports, dashboards, queries, or data visualizations to support organizational decision-making.
- Interest in continuous process improvement and developing efficient administrative systems. in continuous process improvement and developing efficient administrative systems.
- Interest in arts education and community-based nonprofit work. in arts education and community-based nonprofit work.
- Experience as a visual artist or familiarity with the visual arts community is a plus.

COMPENSATION AND BENEFITS

This is a part-time, hourly, non-exempt position working approximately 32 hours per week. The hourly wage range is \$28–34, depending on experience and qualifications.

Pratt Fine Arts Center offers part-time employees a benefits package that includes:

- Comprehensive health, dental, and vision insurance
- Paid vacation, sick leave, holidays, floating holidays and other paid time off
- 401(k) retirement plan with a 3% employer match
- Pratt class benefits or tuition discounts
- Paid professional development support

Eligibility and specific benefit provisions are governed by Pratt's current policies and benefit plans and may be subject to change.

APPLICATION REQUIREMENTS

Please email your resume and cover letter to Deputy Director, Development & Operations, Richard Duke (he/him) at rduke@pratt.org. No calls or drop-ins please.

Applications reviewed on a rolling basis.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This is a hybrid position that combines on-site work at Pratt Fine Arts Center in Seattle's Central District with remote work. Employees in this position are generally expected to work on site one day per week. On-site and remote schedules are established in coordination with the Director of Development.

The primary workstation for this position is located on the ground floor of Pratt's facility. The workstation and primary work areas are accessible without stairs.

The role primarily involves computer and office-based work, including extended periods working at a computer and using standard office equipment. Occasional evening or weekend hours will be required in connection with donor events, fundraising campaigns, the Annual Open House, and the Annual Fine Art Auction. Some light lifting and event setup/breakdown may be required during fundraising events.

Pratt is a dynamic and evolving workplace. We value team members who are adaptable, self-directed learners with a commitment to continuous growth and improvement.

EQUAL OPPORTUNITY EMPLOYMENT

Pratt Fine Arts Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, marital status, or any other protected status under applicable law.

DIVERSITY, EQUITY, AND INCLUSION

Pratt Fine Arts Center is committed to fostering a workplace and community rooted in diversity, equity, and inclusion. We strive to create an environment in which staff, artists, students, and partners are respected, supported, and able to thrive.

Pratt believes that a broad range of lived experiences, perspectives, and identities strengthens our organization, deepens our impact, and enriches the creative community we serve. This commitment is reflected in our programs, partnerships, and organizational practices.

We strongly encourage applications from Black, Indigenous, and People of Color, immigrants, women, LGBTQIA2S+ individuals, people with disabilities, and members of other historically underrepresented communities.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.