

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Development Assistant
Department: Development

POSITION SUMMARY:

The Development Assistant assists with day-to-day functions of the Development Department. The successful applicant will be primarily responsible for providing administrative assistance and will work closely with both the Development and Membership teams. Tasks will include record-keeping of weekly department meetings, providing relevant updates as directed by Development leadership; conducting prospect research and maintaining portfolios; producing letters, reminders and reports for high level donors; managing expenses and budgets; and assisting with stewardship and cultivations strategies, mailings, and events.

RESPONSIBILITIES:

- Provide administrative support for development campaigns, including coordinating meetings and follow-up actions, providing solicitor and proposal updates, generating mailings, and updating information in the Raiser's Edge database.
- Oversee donor gift confirmation, acknowledgements, and pledge reminders for high-level donors including Board of Trustees, Endowment, Foundation, programmatic giving and funds, and Gala supporters.
- Coordinate the creation of the monthly development report to the Board of Trustees.
- Work with the Database Manager to ensure efficient and accurate data entry and reporting.
- Assist with prospect research for general operating and restricted funding including individual, corporate, and foundation prospects.
- Assist the Foundation, Corporation, and Government Support Officer in submitting grant reports including data collection.
- Work with the Advancement Officer to create and maintain department prospect portfolios in the database.
- Generate agendas for weekly team meetings, staff the meetings, and coordinate follow up actions as needed.
- Track expenses and budgets of the Development Department and Endowment.
- Assist the Development and Membership team on execution of museum events, including the annual fundraiser.

QUALIFICATIONS:

This position requires a bachelor's degree.

Successful applicant will possess:

- Strong written and verbal communication skills, including the ability to interact confidently and enthusiastically with donors by phone and in person
- Excellent time management skills
- Ability to perform administrative tasks with meticulous attention to detail
- Comfortable working on multiple projects at once and supporting different departmental functions

SALARY:

The salary range for this position is \$36,000 to \$40,000 annually and includes a benefits package.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. Successful candidates will be subject to reference and background checks. The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts ([NMWA](http://nmwa.org)) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.