

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Development Assistant, Donor Relations
Type and Duration: Full Time
Department: Development

POSITION SUMMARY:

The Development Assistant reports to the Senior Membership Manager and works closely with the Director of Development, Annual Giving and Membership. The Development Assistant is responsible for the day-to-day administrative functions of the development department and is the department's first line of communication with members, donors, and the public. Key responsibilities include managing the membership telephone, daily correspondence, timely and accurate gift acknowledgements, database record keeping, processing purchase orders, tracking departmental expenses, and scheduling department meetings. The Development Assistant assists with preparation and implementation of stewardship and cultivation activities, including mailings, data pulls, preparing online donation forms, creating social media posts, and staffing virtual and in-person events.

RESPONSIBILITIES:

- Provide excellent service to the museum's constituents through prompt and friendly telephone and written communications. Maintain accurate and timely records of member/donor interactions within constituent records in Raiser's Edge. Assign communications to others as appropriate;
- Provide administrative support for development efforts, including coordinating meetings and follow-up actions, updating records and information in Raiser's Edge, and drafting member correspondence;
- Coordinate donor gift confirmation and acknowledgements for donors including Circles, gift memberships, upgrades and join packets in-house when necessary;
- Create Merkle acknowledgement file two times a week, or as needed, for all membership contributions below \$500;
- Oversee processing of invoices, check requests, and purchase orders, as well as maintain timely and accurate accounting of membership and development department expenses;
- Coordinate departmental staff meetings, take notes and circulate minutes/follow up actions as needed;
- Assist Manager of Email Fundraising and Engagement with data hygiene and fundraising emails in e CRM including updating donation forms and creating data groups and queries;
- Collaborate with Manager of Email Fundraising and Engagement and direct marketing consultants to strategize social media fundraising efforts based on industry best practices;
- Track and file agency and vendor service contract deadlines and facilitate renewals as needed;

- Maintain organization of member drive, update weekly membership meeting agenda, maintain membership materials inventory, and scan and file contracts and direct mail samples for easy reference;
- Track State Registrations for fundraising to stay up-to-date with deadlines;
- Assist the Development and Membership team on execution of museum events, including the annual fundraiser.

Other Duties as Assigned.

QUALIFICATIONS:

This position requires an undergraduate degree with at least one year of administrative, development and/or customer service experience. The ideal candidate will have the following qualifications:

- Previous experience in a fundraising office preferred, though transferrable skills are appreciated
- Ability to multi-task
- Ability to work independently and with a team
- Strong interpersonal skills, writing ability and organization and attention to detail
- Flexible demeanor essential
- Microsoft Word and Microsoft Excel proficiency is required
- CRM database experience is preferred

SALARY:

The salary for this position is \$40,000-41,500 annually based on experience 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](#)) 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.