

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Development Assistant, Gift Entry and Data Analytics
Type and Duration: Part-Time
Department: Development

Position Summary

Development Assistant, Gift Entry and Data Analytics (DAGEDA) reports to the Director of Development, Membership and Annual Giving with day-to-day supervision from the Manager of Development Data and Reporting. This position manages all gift entry into the CRM, maintains departmental reporting and dashboards for the development department and board of trustees, and works to reconcile gift entry with the finance department. The DAGEDA is also responsible for supporting the database manager with ongoing data cleanup and maintaining best practices for data-hygiene. This is a part-time position at 28 hours per week.

Major Responsibilities

- Process, import, and link gifts received online, in-house, via caging company, and by phone.
- Manage gift entry and linking for wire, stock, and pledges.
- Track and report on fundraising progress across multiple campaigns throughout the fiscal year.
- Reconcile gift entry with the finance department including issuing and processing refunds and running monthly FASB report.
- Assist with database hygiene including data checks, merging duplicate records, constituent and solicit code management, data syncs between Raiser's Edge and Luminate Online.
- Review data for Direct Marketing campaigns and in-house list pulls.
- Generate fundraising reports and dashboards for the Development Department and Board of Trustees.
- Assist Manager of Development Data and Reporting with regular audits of database.
- Produce and update procedural manuals.
- Process list rentals for Belardi Wong.
- Database cleanup projects as needed.
- Other duties as assigned.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

QUALIFICATIONS:

This position requires an undergraduate degree with at least two years of development and/or CRM experience. The ideal candidate will have the following qualifications:

- Experience using Raiser's Edge and/or Tessitura
- 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, organizational skills, and attention to detail
- Flexible demeanor essential
- Microsoft Word and Microsoft Excel proficiency is required

SALARY:

The salary for this position is \$ 25.-/hour.

Please submit applications by emailing cover letter and résumé to HR@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To request reasonable accommodations in the application or hiring process, please notify NMWA's Human Resources department at HR@nmwa.org.

To comply with tax and legal obligations, all candidates must reside in Maryland, DC, or Virginia. While there may be flexibility for remote/hybrid work environments, candidates must be residents of MD, DC, or VA or relocate prior to the start of employment at NMWA. Candidates must be legally eligible to work in the U.S. for NMWA, without visa sponsorship by NMWA.

The National Museum of Women in the Arts ([NMWA](https://www.nmwa.org)) is the first 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.