JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Development Assistant, Gift Entry, Data Analytics, and Digital Fundraising
Type and Duration: Full-Time/Temporary through December 2023
Department: Development

Position Summary

The Development Assistant, Gift Entry, Data Analytics, and Digital Fundraising works under the supervision of the Manager of Development Data and Reporting and the Manager of Email Fundraising and Engagement.

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. This role is also responsible for supporting the database manager with ongoing data cleanup and maintaining best practices for data-hygiene.

In addition, this position is responsible for supporting the Manager of Email Fundraising and Engagement with ongoing digital fundraising projects and reporting. This position ensures that all digital content is up to date and accurate, as well as assists with data reporting and digital production needs.

This is a full-time, temporary position for an approximate duration of 12 month through December 2023. This position carries the possibility of further extensions and/or conversion to a permanent position.

Gift Entry and Data Analytics 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.
- Database cleanup projects as needed.
- Other duties as assigned.
Digital Fundraising Responsibilities

- Assist with content updates on online forms, email, and website.
- Assist with email production.
- Assist with list cleanup and uploads.
- Support reporting processes.
- Assist with migration to Tessitura and WordFly.

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, Luminate and/or Tessitura
- Basic HTML/CSS experience or strong willingness to learn
- Microsoft Word and Microsoft Excel proficiency is required
- Previous experience in a fundraising office preferred, though transferrable skills are appreciated
- Exceptional attention to detail
- Strong written, verbal, and interpersonal communication skills
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly
- Ability to work independently and with a team
- Willingness to learn and ask questions
- Flexible demeanor essential
- Nice to have: Basic Photoshop or other graphics software experience

SALARY:

The salary range for this position is $45,000 to $47,000 annually commensurate with experience and includes a benefits package.

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) 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.