

Job Announcement

Development Assistant, Data Analytics, and Gift Processing

Position Summary

Under the supervision of the Manager of Development Data and Reporting the Development Assistant, Data Analytics, and Gift Processing assists with reporting and dashboards for the development department and board of trustees and is responsible for supporting the database manager with ongoing data cleanup and maintaining best practices for data-hygiene.

This position will play an important role in helping to manage the museum's membership autorenewal program, preparing direct mail and email data for ongoing fundraising campaigns and member communications. Additionally, manages all gift entry into the CRM and works to reconcile gift entry with the finance department.

This is a full-time, temporary position for an approximate duration of 12 months through February 2025, carries the possibility of further extensions and/or conversion to permanent.

This position has no direct reports.

Responsibilities

- Track and report on fundraising progress across multiple campaigns throughout the fiscal year.
- Assist with database hygiene including data checks, merging duplicate records, constituent and solicit code management.
- 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.
- Assist with routine data pulls.
- 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.
- Reconcile gift entry with the finance department including issuing and processing refunds and running monthly reports.
- Generate import files to share with finance for import into financial database.
- Produce weekly high dollar report and create subsequent acknowledgement plans for solicitors.
- Assist in managing autorenewal and sustaining giving contributions.
- Process gift memberships and tribute gifts.
- Produce and update procedural manuals for routinely performed tasks.
- Other duties as assigned.

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 Tessitura or similar CRM platform.
- Microsoft Word and Microsoft Excel proficiency is required.
- Previous experience in a fundraising office preferred, though transferrable skills are appreciated.
- Exceptional attention to detail
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly.
- Ability to work independently and with a team.
- Willingness to learn and ask questions.
- Strong written, verbal, and interpersonal communication skills

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!

Compensation

The salary for this position is \$55,000 annually plus a benefits package.

How to Apply

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

Successful candidates will be subject to reference and background checks. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.