Job Announcement

Development Assistant, Contribution Processing and Data Analytics

Position Summary

The Development Assistant, Contribution Processing and Data Analytics works under the supervision of the Manager of Development Data and Reporting.

This position manages all contribution related tasks including entering gifts, issuing refunds, adjusting gifts, and tracking pledge payments. This position works closely with the finance team to prepare files for import into the finance system and to reconcile any inconsistencies at the end of each month. With the support of the Manager of Development Data and Reporting this position oversees the museum's membership autorenewal program.

In addition, this position 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 plays a key role in preparing direct mail and email data for ongoing fundraising campaigns and member communications.

This is a hybrid position and is required to be in the office 2-3 days per week. This position reports to the Manager of Development Data and Reporting. This position has no direct reports.

Responsibilities

Functions may include, but are not limited to:

- Process and import contributions received online, in-house, via caging company, and via wire/stock transfer.
- Ensure contribution coding aligns with current fundraising campaigns.
- Act as main development support for finance team, generating import files for financial CRM and helping to reconcile gift entry at the end of each month.
- Manage autorenewal program including charging credit cards, creating pledges, and maintaining data hygiene for accurate reporting.
- Assign soft credits to contributions for DAF payments, gift memberships, and tribute gifts.
- Generate fundraising reports and dashboards for the Development Department and Board of Trustees.

- 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 to ensure accuracy.
- Assist Manager of Development Data and Reporting with regular database audits.
- 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 successful candidate will demonstrate the following skills/experience:

- Experience with databases and CRMs, Tessitura experience preferred
- Previous experience in a fundraising office preferred, transferrable skills are appreciated
- Exceptional attention to detail
- Strong written, verbal, and interpersonal communication skills
- Microsoft Word and Microsoft Excel proficiency
- 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

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 range for this position is $53,000 to $57,000 annually commensurate with experience and includes a benefits package.

How to Apply

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

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.

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.