

**COLUMBIA MUSEUM OF ART**  
**JOB DESCRIPTION**  
Membership and Development Assistant

**Title:** Membership and Development Assistant (part-time)

**Reports To:** Membership and Database Administrator (Specialist)

**Purpose:** To support development staff in their fundraising and membership efforts.

**Responsibilities:** Provide administrative support for membership and development staff to assist in achieving fundraising and membership goals. Duties include internal event and meeting coordination; mailings; information packet assembly for visits, sponsors, and final reports; budget tracking and other record maintenance. Support other members of the development department as directed.

**Primary responsibilities include, but are not limited to:**

1. Support membership activities and the membership coordinator:
  - a. Complete database batch entries and assist with membership mailings and acknowledgements.
  - b. Acknowledge gifts with weekly and biweekly thank you letters.
  - c. Assist with membership renewal mailings.
  - d. Call lapsed members on a monthly basis
  - e. Work membership table at evening events, such as Arts & Draughts.
2. Administrative support for development and membership:
  - a. Assemble solicitation packets for sponsorship prospect visits.
  - b. Track departmental budget expenditures; submit check requests and purchase orders.
  - c. Maintain inventory of department materials including: brochures, membership materials, stationery, envelopes, admission cards, folders, and related items.
  - d. Send daily Big Payments email to pertinent staff members.
  - e. Collect and report monthly attendance numbers from development staff.
  - f. Coordinate weekly team meetings and other internal meetings.
  - g. Track event attendance by taking and recording RSVPs in the Altru database, mail tickets and passes, and other event related activities as assigned.
  - h. Track and acknowledge in-kind gifts.
3. Attain intermediate user status on Altru database with the ability to run basic reports and queries, enter pledges, pull letters, etc.
  - a. Input and maintain current and accurate donor information in database.
  - b. Update Altru donor records with notes, interactions, biographical information, solicitations, etc.
  - c. Pull reports and queries as requested.
4. Fundraising
  - a. Raise at least \$3,000 annually through gifts, sponsorships and memberships.
  - b. Act as co-lead coordinator for the annual Hamptons on Hampton fundraiser and assist with set-up and execution of sponsorship recognition for events such as the annual CMA Gala, Chamber Music on Main, Jazz on Main, and exhibition openings.
5. Other duties as assigned.

**Secondary Responsibilities include:**

1. As part of the development staff, work as part of a team with regard to all aspects of development.
2. Work museum events and functions as requested, including some weekends and evenings.
3. Act as the backup liaison for the Contemporaries affinity group as needed.

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**Job Type:** This is a part-time, up to 30 hours per week, non-exempt position.

**Knowledge and Experience:** Excellent written and verbal communication skills. Strong proficiency in Microsoft Office Suite, Outlook, and Altru database (CMA will provide training). Bachelor of Arts or Bachelor of Science degree with 2+ years of administrative experience. Professional demeanor and appearance and strong interpersonal skills. Non-profit experience a plus.

**Skills and Abilities:** Proven organizational skills and attention to detail. Positivity and museum advocacy, interacting courteously and respectfully with others, internally and externally. Should have passion for the role and the museum and be creative, innovative, and flexible. A highly motivated team player who is enthusiastic and proactive, and who thrives in a fast-paced environment. Possesses a strong sense of urgency, priority, and follow-through. Can work independently, anticipate needs, and manage multiple tasks and assignments simultaneously. Ability to work collegially with other staff and partner across departments to achieve common objectives. Discretion and sound judgment are required. Maintains the highest professional and ethical standards.