

the Columbia Museum of ART

JOB DESCRIPTION

Title: Development Assistant

Reports To: Development Officer

Purpose: To support the development team with administrative support

Responsibilities: Duties include development event and meeting coordination; mailings, including Premier and corporate membership renewals; exhibition sponsorship packets and final reports; development event RSVP tracking; development budget tracking and check request submissions; Altru record maintenance, data entry, and departmental metrics reports; donor communications as directed; and an entry level annual fundraising goal.

Primary responsibilities include, but are not limited to:

Administrative support (95%)

1. Administrative support for development:
 - a. Complete database batch entries.
 - b. Send daily Big Payments email to development team, executive director, division head, and CFO.
 - c. Coordinate weekly team meetings and other internal meetings.
 - d. Assist with mailings, including Premier and corporate member renewals, and pledge and payment acknowledgments.
 - e. Assemble and maintain an inventory of up-to-date solicitation packets for sponsorship prospect visits.
 - f. Submit check requests and purchase orders.
 - g. Track departmental budget expenditures.
 - h. Collect and record monthly attendance numbers from development staff.
 - i. Enter and acknowledge in-kind gifts.
 - j. Assist with the logistical planning, set-up, and execution of development events, including, exhibition openings, fundraisers, and stewardship events by submitting all required forms, creating and sharing calendar events, and taking RSVPs, etc.
 - k. Maintain inventory of department materials including: Premier and corporate membership materials, stationery, envelopes, postage stamps, sponsorship folders, office supplies, etc.

2. 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.

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- b. Update Altru donor records with notes, interactions, solicitations, etc.
 - c. Pull reports and queries as requested.
3. Other duties as assigned.

Fundraising (5%)

4. Solicit and receive at least \$5,000 in new funding annually through solicitations of sponsorships.

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 and Altru database platforms. Bachelor 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 and agile 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.

Qualified candidates should submit their resume and a cover letter via email to Jeanna P. Dixon-McCray, Executive Services Administrator, at jdixon-mccray@columbiamuseum.org.