

Job Title

Development Assistant

Employment Status

Part Time

Employment Category

Non-exempt

Department

Development

Reporting Responsibility

Director of Development

Position Summary

Reporting to the Director of Development, the Development Assistant serves as a key role in the development team, supporting the entire department. This position's primary role is to support the smooth functioning of the development team with a myriad of tasks – most repeating, and some unique – supporting the main departmental focus of generating revenue. Tasks will include administrative functions, such as Museum acknowledgments, payment processing, departmental mailings, and communications; general office administration; development page website administration, and assisting the Director of Development. In addition, this role includes the use of Altru for managing, storing, receiving, and generating data.

Major Duties

- Supports the development office, assisting the director and entire team to include a large variety of tasks such as, but not limited to, development administration needs, data entry, and internal and external department communications.
- Follows finance department protocols for quality control and audit procedures to ensure the accuracy of data entry and money handling.
- Assists the director of development with general administrative needs, data, and information.
- Processes all contributions received and provides reports of contributions received.
- Assists the development team with the processing of acknowledgment letters and communications and oversees (using volunteers when appropriate) timely department mass mailings.
- Oversees all electronic filing of gifts and related acknowledgments.
- Maintains and updates the development section/pages of the Museum's website.
- Assists in updating constituent records in Altru to ensure accuracy of information.

- Assists in the production of Altru queries and exports to be used for Museum publications, mailing lists, invitations, events, etc., as required by the office of development.
- Coordinates and assigns development office projects for interns and volunteers.
- May be asked to assist with membership and development events – set up, check-in, tear down, etc. – as required by the department.
- Maintains strict confidentiality of the development office information as instructed; requires high integrity, courtesy, and discretion towards sensitive information.
- Adheres to policies and procedures as stated in the Employee Handbook.
- When interfacing with the public, ensure all visitors to the Museum have a positive experience. Is knowledgeable about Museum activities, services, and layout and willing to assist any visitor.
- Perform other duties related to the office of development, as required.

Minimum Qualifications

- High School Diploma or equivalent with 3-5 years of administrative experience preferably in business, marketing and communications, or a non-profit setting. 4-year college degree preferred.
- Excels in supportive customer service skills, reliability, and accountability.
- Excellent interpersonal and communication skills.
- Demonstrates agility and focus while accomplishing multiple tasks.
- Excellent data entry skills; computer proficient in MS Suite and donor management software – preferably Altru.

Salary

Minimum Salary: \$18.00 per hour

Qualifications and experience will be considered in the compensation for this position.

To Apply

Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer, and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.