

**Madison Children's Museum
JOB DESCRIPTION**

Position Title: Development Assistant	Division/Department: Development and External Relations
Supervisor: Director of Development & External Relations	FLSA Status: Non –exempt
Pay Grade: \$12-13 per hour	Date Updated: 10-28-09

SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Provides administrative support for the Development and External Relations Department. Assists with department functions to meet established funding and external relations goals as outlined in strategic plan. Must handle a wide variety of administrative tasks in an organized, accurate, efficient, and professional manner.

ESSENTIAL JOB FUNCTIONS

- 1. Organizes and completes administrative details for multiple department projects, including fundraising campaigns, proposals, events, publications/promotions, and all functions of the department 50%).**
 - Prioritizes work load to meet department deadlines.
 - Supports fundraising and cultivation events.
 - Assists with mail campaigns, working with mail houses and suppliers.
 - Assists with corporate, foundation and government requests as needed.
 - Makes preparations for department and board committee meetings.

- 2. Effectively utilizes Raiser's Edge database for data input, gift tracking, acknowledgements and reporting (30%)**
 - Enters data for constituents, events, gifts, etc.
 - Creates acknowledgement letters for all gifts.
 - Segments data for mailings and creates appropriate lists for marketing and acquisition mailings.
 - Coordinates mailing schedule and materials with printers and mailhouses.
 - Generates weekly, monthly and quarterly reports as requested.
 - Reconciles gift reports with finance department.
 - Coordinate training and functions for all museum personnel who access the RE.
 - Coordinate data entry for tracking between donor management systems and Raiser's Edge.

- 3. Provides proposal writing and support for government grants and lobbying efforts.**
 - Handles submissions of municipal grants and reports.
 - Completes and submits reports for other federal and state grants in coordination with department director.

- 4. Helps maintain department systems that support timely project completion (10%).**
 - Maintains computer-based and hard-file filing systems.
 - Maintain donor management system spreadsheets for corporations, foundations, individuals and government.
 - Keeps department calendars for mailings, events, etc.
 - Process all gifts and acknowledgement letters: coordinate thank you calls and other correspondence.
 - Supervises department interns.

- 5. Works accurately, effectively, easily, and professionally with staff, donors, and the public (5%) .**
 - Handles internal and external communications for the department as assigned.
 - Compiles packets/attachments for funding requests.
 - Organizes departmental meetings; arranges for meals/refreshments, space, notifications.

- 6. Writes and distributes department communications as requested (5%).**
 - Takes minutes at board committee meetings; distributes.
 - Distributes meeting notices and development reports.
 - Handles correspondence and purchase orders/ vouchers for department.

JOB QUALIFICATIONS

Necessary Education or Work Experience

1. High School diploma or equivalent required; Bachelors Degree preferred.
2. Minimum of 1 year work administrative work experience (computers, databases or other technical capacity).

Required Knowledge and Skills

1. Excellent organizational skills and ability to multi-task.
2. Good communication skills; ability to work with diverse groups of people.
3. Word processing and computer proficiency, including spreadsheets.
4. Excellent writing and editing ability; accurate.
5. Raiser's Edge competence for data input, or willingness to train.
6. Knowledge and proficiency with office equipment.
7. Must be accountable, flexible, and willing to learn.
8. Interest in nonprofit and museum-related fields.

Other Qualifications/Requirements:

1. Experience working in a non-profit organization is preferred.
2. Must be able to work occasional weekend and evening hours

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. Involves frequent repetitive motion (typing, filing, etc.). The noise level in the work environment is usually quiet to moderate.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.