



Catalina Island Museum Development Assistant Job Description

Job Title: Development Assistant
Reports To: Director of Development

Summary: The Development Assistant offers administrative support to the Development Director (DD) who is responsible for all monetary and in-kind development efforts for the Catalina Island Museum. The Development Assistant handles a variety of tasks related to institutional, individual giving and membership management. Much of the day's work is spent tracking, inputting and managing contributions into Fundly, tracking relationships with current and prospective donors, tracking and assisting with the Museum's membership program, and researching ways to bring in additional funds through private, family and corporate foundations and direct mail. The Development Assistant also responds to queries from other organizations for museum ticket donations. This is a position requiring professionalism, confidentiality and extreme attention to detail. This is a full-time, hourly, non-exempt position and is available immediately.

Duties and Responsibilities

Solicitation

- Accurately track, record and report all gifts received: timely generation of acknowledgement letters, constituent notes, recording data into Fundly database, filing and maintaining all hard copy constituent files
- Update donor records from hard copies into Fundly database; ongoing
- Conduct research, analyze data and compile reports on current or prospective donors.
- Assist DD in preparing call reports and follow-up correspondence for all major donor contacts, including updating donor records regarding meeting feedback from DD into Fundly, restating "asks" made and sending pledge acknowledgment letters.
- Compile documents and attachments necessary for grant submissions. May draft proposals for grants or reporting. Maintain the grant calendar with submission and report deadlines.
- Provide weekly and as-needed reports to the DD
- Create/maintain clean mailing lists and oversee mailings for events and various appeals including tracking participation rates related to Annual Appeal and 26 Mile Club
- Work closely with DD, Administrative Office Assistant, Marketing and Event team in coordination of special fundraising events
- Perform other duties as assigned

Programs

- Track all donation, membership, sponsorship, legacy, endowment and in-kind data: input and report through Fundly, Google docs and Spreadsheets; update and make available to DD for weekly and monthly reports/meetings

- Assist DD with tracking major donor giving and prepare progress reports that include # of contacts and results; # of major donors by category (\$1,000 - \$2,499; \$2,500 - \$4,999, \$5,000+), # of major donors by constituent group (Board members, Museum members, Corporations, Foundations, Friends, etc.); major donors by giving interest (unrestricted annual giving, endowment, exhibits, capital projects).

Qualifications

- Minimum 1 year of proven successful development experience with a nonprofit organization
- Excellent verbal and written communication skills
- Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials and the general public
- Ability to work as a member of a team and contribute to the creative nature of the organization
- Must be detail oriented with exceptional follow-through
- Strong computer proficiency, especially in database management programs: Microsoft Office, Excel and donor tracking software
- Ability to work independently with limited supervision
- Strong time-management skills
- Knowledge of or interest in the Arts helpful but not required
- A record of meeting deadlines.
- High energy; self-motivated; a sense of urgency.
- Available to work some evenings and weekends.
- Must be able to pass criminal background check and drug test.

Work Conditions

Work is performed typically in an office environment and involves daily use of a computer. Frequent use of phones to communicate with current and potential donors. Must be able to lift up to 25 pounds. Annual performance review will be provided from the Director of Development.

Physical Demands

Must be able to sit, stand and walk for extended periods of time. The employee must frequently lift or move items over 25 lbs. Based on business needs early mornings, late nights, and weekends are sometimes required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; and use of motor skills.

Disclaimer:

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.