

Title: Development Associate

Reports to: Director of Development

Classification: Non-Exempt

Hours: Temporary 2-year contract  
30 hours per week

#### POSITION MISSION:

To support a comprehensive fundraising program at the Florence Griswold Museum that includes members, annual giving, grants, sponsorship, and planned giving. The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change and new ones may be assigned at any time with or without notice.

#### RESPONSIBILITIES:

- Process gift entry into the donor database. This includes, but is not limited to, all philanthropic gifts to the Museum related to annual support such as membership, annual fund, stock and wire transfers, etc. Generate gift acknowledgements accurately and in a timely fashion. Maintain accurate records and update the database accordingly and as necessary.
- Process membership requests and renewals. Generate membership acknowledgements and membership cards.
- Assist in the management of ticket sale/reservation process for the Development Department special events and members' receptions.
- Assist in managing and tracking ad sales, sponsorships, volunteer coordination, and assist in site arrangements as necessary for special events.
- Coordinate bulk mailings for both membership and gift solicitations.
- Oversee donor database gift entry of all memberships and other fundraising related gifts.
- Record and disseminate meeting minutes for all development office committee meetings.
- Provide administrative support as necessary to the Development Department in areas of correspondence, phone support, and general office errands, while also maintaining supplies for the office, filing, and distributing daily mail to staff.
- Other tasks and duties as assigned by the Executive Director and Director of Development.
- Work with, collaborate, and communicate with all members of the staff, Board of Trustees, and volunteers.
- Develop basic technologic skills and enthusiastic to learn new technology.
- May be required to attend events/meetings outside of regular business hours throughout the year.

#### NECESSARY SKILLS:

- Shows a commitment to serve the public. Ensures that actions meet public needs and is committed to continuous improvement.

- Conduct oneself with the highest standards of decorum, objectivity, and professional integrity in every circumstance that relates to the operations of the Museum or may influence the endeavors or reputation of the Museum. In no way shall personal gain of any kind influence the decisions of the Museum. Recognize that personal activities may reflect upon the reputation of the Museum. Shall not misrepresent the mission, objectives, policies, or programs of the Museum.
- Be an excellent communicator, in both written and oral form. This includes being able to take a large amount of information and summarize it quickly both in writing and orally on a regular basis. Ability to track communication across multiple channels without losing any details.
- Assesses and recognizes own strengths and weaknesses; pursues self-development.
- Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals. Able to resolve conflicts and disagreements in a constructive manner.
- Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Accepts responsibility for mistakes. Complies with established control systems and rules.
- Builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

#### PREFERRED SKILLS AND PROFICIENCIES:

- Blackbaud Altru – donor database
- Microsoft Excel
- Microsoft Teams
- Microsoft Word

This position requires an undergraduate degree, excellent database processing and management skills. Prior directly related non-profit development administrative experience is highly desirable.