**Title:** Development Associate

**Department:** Development

**Status:** Hourly, Part-time, Non-Exempt

**Supervisor:** Development Director

**Position Description:** This position works under the direction of the Director of Development and provides administrative support for the Development Department. This department is responsible for soliciting, cultivating, and tracking donations, museum membership, grants, and corporate giving through a wide variety of strategies ranging from mailed appeal letters to fundraising events.

**Responsibilities:**

* Processing, tracking, and reporting development gifts and memberships utilizing a constituent relationship management database (Altru).
* Support monthly membership renewal solicitations and new member appeals, including database queries and mail merges.
* Support donor communications (email and print) and appeals, including database queries, mail merges, and mailings.
* Assume a leading role in the department's ongoing effort to maintain complete and accurate donor and member records in Altru and hard copy files. Ensure confidentiality of all constituent information.
* Analyze and track all giving with regular reports, reconciling data entry with finance department.
* Generate membership and donor activity reports.
* Create mailing lists and donor lists for donor recognition.
* Process all contributed gifts, including donations and memberships.
* Ensure that cash receipts, stock, bequests, and in-kind gifts are recorded and acknowledged in a timely manner and coded accurately.
* Provide support for development-related events as needed.
* Provide the highest level of customer service to donors, members, and others inquiring to the Development Department.
* Assist with tracking of grant applications and reporting deadlines utilizing Altru and other tools, such as Excel.
* Assist with Development events as needed.
* Participate in organization-wide projects as needed.

**Key Relationships:**

* Works under the direction of the Development Director.
* Works closely with the Membership Manager to ensure timely and accurate membership processing and to support membership communications, events, and solicitations.
* Consults with the Finance Department to ensure accuracy of financial data entry into Altru.
* Provides customer service to donors, members, and others inquiring to the Development Department.

**Education or Experience Requirements**

* Bachelor’s degree or equivalent experience.
* 1+ years of database management experience, preferably constituent/customer relationship management (CRM) system.
* Experience with non-profit organizations is preferred.

**Abilities, Skills, and Knowledge**

* Discretion in dealing with personal and confidential information.
* Proficiency in Microsoft Word and Excel.
* Familiarity with Altru or another CRM, preferably in the nonprofit sector.
* High level of attention to detail and awareness of the importance of consistent and accurate data entry.
* Visual acuity and ability to work at a computer for extended periods of time.
* Good communication skills and ability to collaborate with multiple individuals within the development and finance departments.

**Working Conditions**

* Part-time, 20 hours per week, Monday – Friday, generally between 9 am – 5 pm. Exact schedule to be determined in coordination with supervisor. Occasional evenings and weekends may be required with prior notice.

**Other Requirements:**

* Must be fully vaccinated for COVID -19

**How to apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext 203.