

Job Description / Announcement

Position: Development Assistant

Responsible to: Development Director

Location: Montclair Art Museum

Background:

Visit <http://www.montclairartmuseum.org> for more information.

Summary: Provides administrative support to professional fundraising staff and Director's Office. Assists with the effective and efficient operation of the Development Department and the Executive Office.

OPERATIONS RESPONSIBILITIES:

1. Coordinates and schedules interdepartmental meetings, maintains department calendar
2. Provides general administrative support to fundraising professionals and the Museum's Director in relation to fundraising and other special assignments
3. Assists with the Board of Trustees
4. Performing front desk duties for the Department including answering the telephone, greeting visitors, receiving mail and deliveries, sending and receiving faxes, keeping the front office orderly and pleasant

FUNDRAISING RESPONSIBILITIES:

1. Assists with events for Fundraising and Cultivation programs
2. Prepares and distributes departmental and committee minutes, agendas
3. Maintains and updates donor correspondence; updates and maintains donor online and hardcopy files. Monitors and updates Raiser's Edge with donor data
4. Coordinates and executes mass mailings
5. Maintains and updates status reports, both written and financial, for review with Supervisors
6. Conducts prospect research online and via library resources, prepares biographical profile reports, contact information and updates the donor database

7. Assists the Development Director, Director and fundraising staff on all areas of fundraising including Major Gifts, Institutional Fundraising (grants), Events, Membership, Annual Giving, Database Management, Planned Giving and any future campaigns
8. Liaises with other departments regarding Development and Executive projects

Qualifications:

- Bachelor's degree, one to two years related administrative experience or the equivalent in education and experience a plus; fundraising a plus
- Superb Organizational Skills, attention to detail
- Highly Proficient in Word, Excel, PowerPoint, internet usage and database software, working knowledge of Raiser's Edge software a plus
- Speed and accuracy under pressure; strong verbal communication skills
- Strong Writing Skills
- Commitment to Non-Profits and interest in museums and art education
- Friendly manner, ability to work in a team

HOW TO APPLY:

Salary plus competitive benefits package. Qualified candidates should send resume with cover letter and salary range/requirements to:

Director of Development
Montclair Art Museum
3 South Mountain Avenue
Montclair, NJ 07042
Or email (preferred) to: eharper@montclairartmuseum.org

AN EQUAL OPPORTUNITY EMPLOYER