

**NATIONAL MUSEUM OF AMERICAN JEWISH HISTORY
JOB OPPORTUNITY – DEVELOPMENT ASSISTANT**

JOB SUMMARY

Reporting to the Associate Director of Development, Donor Engagement, the Development Assistant uses sound communication skills and administrative capabilities to provide a broad range of professional support to the entire Development department. This position assists in the cultivation, stewardship, and solicitation of donors and prospects, including executing administrative tasks such as letters and donor communications, response to phone and email inquiries from donors and members, and maintaining records in the Raiser's Edge database. In addition, she/he will assist in the planning and execution of events for donors, members and the Museum's Young Friends affinity group. The Development Assistant will be also responsible for providing ongoing research support to the Director of Development. He/she is often the first point-of-contact for donors, prospects, board members and the general public.

JOB RESPONSIBILITIES include the following:

- In concert with the Director of Development, create/maintain/track a prospect management system to confirm that prospects are regularly reviewed and moving forward through the cultivation/solicitation pipeline.
- Assist in planning and execution of annual gala, membership, and other fundraising events.
- Draft solicitation proposals, correspondence, gift agreements, pledge reminders, gift acknowledgments, briefing summaries, Constant Contact emails, Facebook and Instagram postings, and meeting notes.
- Assist in researching biographical, financial, and philanthropic information with the goal of identifying individuals who have the ability to make a major gift to the Museum and prepare written profiles on these individuals.
- Locate, compile, and compose information to create prospect lists and reports for the Museum's development and other fundraising priorities.
- Assist in managing Young Friends of NMAJH affinity group.
- Assist Department with team planning and organization, including scheduling and logistics, travel arrangements, maintaining inventory of supplies, and maintaining team expense files.
- Some evening and weekend hours required. Position requires periodic lifting of up to 20 lbs.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- An interest in history, cultural institutions, fundraising, special events, and nonprofit development.
- Bachelor's Degree plus 1-2 years of work experience, preferably at a nonprofit organization. Must be extremely organized and able to thrive in a fast-paced setting while maintaining precise attention to procedures, priorities, details and quality.

- Excellent interpersonal communication, writing skills, tact and diplomacy are required for regular interaction with high-level internal and external constituents. Requires excellent internal and external customer service skills.
- Ability to maintain strict confidentiality of all work-related information.
- Proficiency in Microsoft Office (Word and Excel), Outlook, and PowerPoint required. Proficiency in Raiser's Edge, InDesign, and Photoshop preferred.

TO APPLY: Email cover letter, resume, and a writing sample to employment@nmajh.org using the subject line "Development Assistant Search." Deadline September 27, 2017. No calls, please.