

Advancement Coordinator and Administrative Assistant Job Description

Date: April 2015

FTE: 100%, year round

**Supervisor: Executive Director
And Director of Development**

Status: Non-exempt (hourly rate)

Position Summary:

The Advancement Coordinator and Administrative Assistant supports the Executive Director and Development Department in attaining the financial goals of the institution, communicating with the Board of Directors managing databases of grants and membership/donors, and supporting special events such as a golf tournament and cocktail receptions. The position oversees the integrity and confidentiality of records of the Museum's 600+ members and donors, and enters and acknowledges all donor and membership gifts and grants into the database and in the hard files. This data-savvy professional coordinates membership renewal notices, processes gift acknowledgements, grant proposals and grant reports and other correspondence as needed. Additional duties include preparing standard gift financial reports and producing mailing lists and processing mailings. This position also assists in all aspects of the Executive Director's activities by managing confidential information including Board materials and official correspondence.

Duties and Responsibilities:

- Support the Executive Director and Development Department in data management and reporting, calendar coordination, and in preparing for solicitations of individuals, corporations, and government agencies.
- Record and track gifts (monetary and in-kind), grants and pledges in database
- Code and distribute copies of incoming gifts and memberships to Accounting
- Prepare and send out gift acknowledgment letters
- Support the coordinated work of Advancement – Communications, Development, and Marketing -- to grow and maintain membership for the museum
- Process new memberships and membership renewals, including entering into database, preparing membership thank you letters and cards and sending out membership packets in a timely manner
- Set up and maintain donor and grantor records and giving histories
- Prepare reports for the Executive Director, Development Department and other LCMM Departments from the database as needed.
- Assist with preparation of grant proposals and reports
- Assist with annual fundraisers, appeals, and special events
- Coordinator for the Board of Directors Meetings
 - Contact board members to confirm meeting dates
 - Arrange for Board reports and manage Board committee reports
- Other administrative tasks as assigned

This job description is not intended to be a complete statement of the position; it is intended merely to be a guide to the general work to be performed.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals who lack one or more of the following to perform the essential functions.*

Job Requirements and Skills:

Education: Minimum of Associates degree or the equivalent

Experience: At least 3 years in an executive support or development position, preferably with a non-profit organization. Extensive experience working with databases, including accurate data entry and report generating/writing. Familiarity with organizing grant submissions and reports. Must be highly organized, confidential, and dependable.

Skills:

- Skilled in Microsoft Office Programs, including Word, Excel, Access, and Outlook
- Experienced working with fundraising databases, particularly with regard to custom reports. Knowledge of eTapestry™ is a plus!
- Effective written and oral communications skills
- Able to organize and prioritize tasks
- Ability to work under the pressure of multiple deadlines
- Comfortable working as a team member, as well as independently
- Capable of working with a variety of people including donors, members and museum visitors

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- *Work is performed mostly in a regular office setting and at various events. This Coordinator/Administrative Assistant must be able to work at a computer for several hours at a time. In addition the person must be able to set up and clean up from events.*
- **Salary:** Commensurate with experience.
- **Application Instructions:** LCMM is an Equal Opportunity Employer and welcomes resumes from individuals who will contribute to our diversity. Send resume and cover letter to Susan Jones, CFO, at susanj@lcmm.org

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