

Development Coordinator/Administrative Assistant
Job Description

Date: November 2017

Supervisor: Executive Director

FTE: 100% year round

Status: Non-exempt (hourly rate)

Position Summary:

The Development Coordinator/Administrative Assistant supports the Marketing and Development Departments and the Executive Director in attaining the financial goals of the institution. This important position oversees membership and donor databases, coordinates all correspondence, prepares gift financial reports, produces lists, processes mailings, assists with special events, and processes gift acknowledgements, grant proposals, and reports. This position also assists in other aspects of the Executive Director's activities by scheduling meetings and managing confidential information including Board materials and official correspondence. This professional multi-tasker will also be responsible for phone communications for the administrative office and responsible for daily incoming and outgoing mail.

Duties and Responsibilities:

- Support the Marketing and Development Departments and Executive Director in data compilation, calendar coordination, preparation 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 acknowledgement letters
- Support the coordinated work of Advancement, Development, and Marketing to maintain and grow membership for the Museum
- Prepare membership renewal notifications in a timely manner, process new memberships and renewals, including database entry, mail thank you letters, cards, and membership packets
- Set up and maintain donor and grantor records and giving histories
- Prepare reports for the Executive Director, Development Officer, and other LCMM Departments from the database as needed
- Assist with preparation of grant proposals and reports
- Serve as coordinator for the Board of Directors Meetings
 - Contact board members to confirm meeting dates
 - Arrange for board reports and manage board committee reports

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.

Education: Minimum of Associates degree or the equivalent

Experience: At least 5 years in an executive support or development position, preferably with a non-profit organization. Candidates should have extensive experience working with databases, including accurate data entry and report generation, and familiarity organizing grant submissions and reports. Candidates must be highly organized, adept multi-taskers, confidential, and dependable.

Skills:

- Skilled in Microsoft Office Programs, including Word, Excel, Access, and Outlook
- Experience working with funding 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
- Able to work under the pressure of multiple deadlines
- Comfortable working as a team member and independently
- Capable of working with a variety of people including donors, members, museum visitors, faculty, and staff.

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. The Development Coordinator/Administrative Assistant must be able to work at a computer for several hours at a time.

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@lcomm.org