

**The Millicent Rogers Museum is hiring! See below for a full description of the position. Submit a resumé, cover letter, and list of references to the museum's Executive Director Caroline Jean Fernald at [caroline@millicentrogers.org](mailto:caroline@millicentrogers.org). Please no phone calls.**

**Job Title:** Development Assistant

**Classification:** Part-Time Non-Exempt

**Pay:** Hourly, \$12-15/hr

**Reports to:** Executive Director

**Hours:** 21 hours per week as determined and other hours as assigned, such as fundraisers and related tasks, receptions, specials events, etc.

**Summary:**

Assist the Executive Director with the Millicent Rogers Museum's development activities, including the management of all aspects of the membership program

**Duties and Responsibilities:**

- Manages membership database
- Maintains files for all membership and development income and communication; processes related payments; communicates all transactions to finance director and any appropriate staff
- Oversees timely distribution of membership renewal notices
- Oversees and manages implementation of annual and special event mail campaigns; coordinates production of mailing materials; communicates with appropriate staff to keep materials stocked
- Responsible for coordinating and organizing membership recruitment events
- Oversees processing of all new memberships including online submissions
- Oversees production of and/or designs event invitations, brochures, stationery, and related materials
- Writes communication for current and potential members and donors including thank you letters
- Maintains email database for development and membership
- Assists in production of e-blasts
- Assists with and attends all fundraising events and campaigns, such as the gala
- Assists the Executive Director with development tasks and grant applications as requested
- Assists and contributes to the Development and Gala Committees and any other related board committees; attends meetings and provides materials as requested
- Provides development and membership reports as requested
- Responsible for keeping building locked and secured via alarm system on days worked

**Minimum Job Requirements:**

- Graduation from high school
- Proficiency in written and spoken English
- Strong writing skills; ability to write and edit letters and other digital or print materials as needed or assigned
- Outstanding communication and interpersonal skills
- Ability to maintain sensitive and confidential information
- Ability to multi-task and work independently with little supervision; ability to set priorities and goals
- Ability to work successfully within a deadline driven environment
- Proficiency in typing and using a computer, printer, and related office equipment, such as a fax machine
- Proficiency in Microsoft Office and Mac-related products
- Ability to learn new software programs

**Preferred Qualifications:**

- Bachelor's degree in a related field
- Experience working in a non-profit, museum, or related setting preferred
- Proficiency in Adobe and related design software
- Skills in graphic design
- Proficiency in PastPerfect or similar fundraising databases
- Ability to assist with grant writing

**Working Conditions and Physical Effort Required:**

- Work station is in an office with a window
- Work requires sitting for long periods of time at a computer
- Position requires exposure to paper, printer, inks, and adhesives
- Requires frequent uses of fax, copier, computer, and telephone
- Requires mobility throughout museum and office annex
- Work requires ability to lift up to 20 pounds