

THE JEWISH MUSEUM
JOB DESCRIPTION FORM

DEPARTMENT: Individual Giving **JOB DESC. DATE:** 1/06/2012

TITLE: Development Assistant **FLSA STATUS:** Non-Exempt

SUPERVISOR: Director of Major Gifts **SCHEDULE:** Full-time

SUMMARY:

Handle a diverse range of responsibilities to support the cultivation, solicitation and stewardship of major individual donors and prospective donors. Assist in planning and implementing solicitations, cultivation, events, and other activities to promote maximum growth of the donor base.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS:

- Assist with renewal and prospect solicitations for Museum Council (\$10,000+) members and Patrons (\$1,000+). Includes analysis of Raiser's Edge database to determine the pool to be solicited, merging and personalizing letters, and preparing packets of promotional materials. Help coordinate and implement spring and fall campaign upgrade requests and new solicitations.
- Process incoming gifts for the Annual Fund. Enter gifts into donor database, prepare forms for processing of contributions for proper internal records, maintain proposals and actions pertaining to gifts, process memberships, draft acknowledgement letters to donors, and maintain electronic donor files.
- Run and create financial reports to keep the Individual Giving team on track to fiscal year goals.
- Enter new data on constituent records into Raiser's Edge.
- Assist in planning and running of all departmental events – during the day and in the evening.
- Coordinate an agenda, calendar, and gift report for weekly team meetings.
- Help write letter templates for renewals, acknowledgements, and other correspondence.

OTHER DUTIES AND RESPONSIBILITIES:

- Provide general administrative assistance to the Individual Giving Team.
- Assistance with daytime and evening events for the Special Events department, or other departments as needed.
- Keep track of NY Times obituaries and update donor records accordingly. Write condolence notes when appropriate.
- Handle honor and memorial gifts made by or for Trustees, Museum Council members, and Patrons.
- Assist with gift processing and solicitations for other funds and departments as needed.

JOB QUALIFICATIONS

- Outstanding attention to detail, highly organized, and strong multi-tasking ability
- Excellent verbal and written communication and interpersonal skills.
- Extensive experience with Microsoft Office, including Word and Excel.
- Proficient in use of Raiser's Edge and knowledgeable about donor databases.
- Prior experience in fundraising department of a non-profit organization a plus.
- General knowledge of New York's Jewish and arts organizations.
- Knowledge of New York galleries and the broader international art world.
- Knowledge of design software (Quark or Adobe) helpful but not required.
- Energetic, mature, and responsible individual who is proactive, a team player, and able to manage multiple tasks in a timely manner.
- B.A./B.S. degree

**Send Resume with Cover Letter To:
Director Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: Jobs@TheJM.org
Fax: 212-423-3232**

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