Title: Development Assistant (Casual Position, No Benefits)

Department: Emily Dickinson Museum Reports to title: Development Officer

Full Time: Part Time: X Date Prepared: 1/14/20

Job Group & Level: N/A Regular Daily Work Schedule: _to _____

Pay Type: Weekly X Monthly_____ Months Per Year: 12______ Hours Per Week: 18_____

(Summer Months) Months Per Year:_________ Hours Per Week:_____

1. **Summary of Position:**

The Development Assistant maintains and updates the Museum’s constituent database. Responsibilities include entering, processing and receipting donations, entering constituent data, maintaining data integrity, generating queries and reports, providing support for other Museum staff in accessing and analyzing data.

The Development Assistant takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

2. **Principal Duties and Responsibilities:**

**Database Support (40%)**
- Executes data input, including entering new data, updating constituent information, maintaining database, and running updates
- Prepares data for Museum mailings
- Produces reports and assists with general analysis of data
- Creates research queries and reports

**Gift Processing (40%)**
- Inputs gifts and pledges into Museum database
- Produces gift acknowledgements
- Serves as back-up for gift processing

**Assistance with Prospect Research (10%)**
- Assists with research and data projects
- Adds appropriate materials to donor files and creates or archives files as needed

**Other (10%)**
• Other administrative functions as needed

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment

3. Internal-External Interaction/Communication:

Straightforward operational interactions/communications such as providing, obtaining, and receiving information within the department.

4. Education: (include certifications and licenses)

   Required: High School diploma or equivalent
   Preferred: Bachelor’s Degree

5. Experience: (List specific skills necessary to perform this job)

   Required:
   • Proficiency in Microsoft Office and Google Suite, experience with databases
   • Demonstrated high level of attention to detail and accuracy
   • Strong verbal and written communication and interpersonal skills
   • Demonstrated organizational and time management skills including prioritizing multiple tasks
   • Ability to handle confidential information with discretion
   • Commitment to working with a diverse and inclusive community

   Preferred:
   • Experience with Blackbaud’s e-Tapestry
   • Experience in fundraising

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   • Constant sitting; repetitive motions including wrists, hands, and fingers; visual-normal concentration
   • Occasional lift, push, and/or pull up to 10 pounds (general office work)

7. Decision Making:

Perform assigned tasks; determines how to carry out job responsibilities including creating queries and reports

8. Supervision Exercised/ Received:

Moderate supervision received.

   Supervisory Responsibility: Yes _____  No  X _____

   Number of Employees Supervised: _____