DEVELOPMENT ASSISTANT
Position Description

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<th>Dept: Development</th>
<th>Reports to: Director of Development</th>
<th>Direct Reports: None</th>
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<td>Type: Full-Time</td>
<td>FLSA: Exempt</td>
<td>Date: March 2022</td>
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POSITION DESCRIPTION
Provides a high level of administrative support to the Director of Development for the effective management of the Development Department. Assists Development Department staff with daily operations of the department and special projects.

ESSENTIAL RESPONSIBILITIES
- Coordinate scheduling of appointments, meetings, museum events, and tours as directed by the Director of Development
- Records donor interactions for the Director of Development and maintains accurate and current donor/prospect records in Tessitura
- Assist in meeting preparation for the Development Committee of the board including meeting logistics, agendas, and document and report gathering and reproduction
- Records and transcribes minutes of the Development Committee
- Support departmental needs such as coordination of mailings, membership renewals, and other duties as assigned
- Support the team in processing gifts as needed including membership renewals, annual gifts, in-kind support, grants, corporate matches, and planned gifts
- Maintain spreadsheets on departmental expenses
- Provide administrative and secretarial support to the CEO in the absence of the Executive Assistant
- Produce acknowledgment letters for the Director of Advancement and Strategy
- Assist in the production of the Annual Report and donor recognition materials
- Perform other duties appropriate to the position as necessary
- Assist with member events, the gala and other fundraising events
- Support the External Events Manager with the management of our annual public fundraising events; Festival of Trees & Traditions and Fine Art & Flowers

MINIMUM REQUIREMENTS

Education and Experience
- College degree or equivalent knowledge and experience, art background preferred
- Minimum three (3) years of administrative experience

Skills and Abilities
- Excellent computer skills, with experience using Microsoft Office
- Tessitura or similar donor database experience preferred
- Handle highly sensitive and confidential matters and information with the utmost discretion
- Flexible and resourceful with good time management, organizational skills, and initiative
- Must be able to work under pressure and operate efficiently and calmly
- Must be able to multitask effectively
• Possess excellent interpersonal, skills and exhibits a pleasant and professional manner with the public, trustees, volunteers, and staff
• Excellent writing skills and the ability to provide a variety of administrative support services as needed

WORKING CONDITIONS

Physical Demands
• Must be able to lift and carry boxes of printed materials, up to 25 pounds
• Must be able to remain in a stationary position 50% of the time; frequently moves about inside the offices, including ascending-descending a short flight of stairs; operates a computer and other office equipment such as a calculator, copy machine, etc. Frequently communicates with staff and others and must be able to exchange accurate information.

WORK SCHEDULE

• The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. A flexible work schedule or additional work hours may be necessary, to meet the requirements of this job position, which could encompass evening hours and weekend work. The responsibilities and required interactions of this position are not conducive to remote work.

PHYSICAL/MENTAL/SENSORY DEMANDS

• Climate controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors, in lobbies, art display galleries, public spaces and non-public offices and storage areas. Compliance with Museum health and safety-related protocols.
• While performing the duties of this job, the employee is frequently required to receive oral and written instructions and information in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. The employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to identify, observe, and assess visually or otherwise.
• Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “Qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

DISCLAIMER

• The preceding job description has been designed to indicate the general nature and essential functions and responsibilities of work performed by the employee in this job position. It may not contain a comprehensive list of all duties, responsibilities, and qualifications required for this role. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

TO APPLY
We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter noting the reason for your interest plus your resume to: Staffing.Development@thewadsworth.org.