

Hill-Stead Museum May 2023

TITLE Development Assistant/Associate

REPORTS TO Chief Advancement Officer

POSITION STATUS Non-exempt, full-time

POSITION SUMMARY

As a team member under the general direction of the Chief Advancement Officer, the Development Assistant/Associate is responsible for providing critical administrative support for successful donor relations and fundraising. The position requires the ability to work accurately and efficiently with HSM staff, volunteers and customers within a donor-centered culture of philanthropy.

SCOPE

Collaborate with departmental staff, volunteers, visitors and donors.

MAJOR DUTIES

Membership, Annual Fund, Capital Campaign and Other Gifts

Collaborate with the Development Team to provide administrative support and maintain meticulous database entry in the following areas:

- Gifts processing for HSM membership, donations and pledges to ensure timely and accurate acknowledgment and recognition of donors.
- Liaise with Finance Department for gifts processing and reconciliation.
- Draft gift agreements as needed.
- Manage donor recognition methods and channels (i.e., annual report donor lists, public signage).
- Assist with donor database data integrity and manage update of demographic information (i.e., address changes, death notices, date of birth, etc.).
- Perform donor and prospect identification, research and evaluation, and data management of prospect records. Evaluate and develop research techniques and technologies.
- Create donor acknowledgment letters and catalog them appropriately.
 - Assist with organization, creativity, and delivery of programs and events to strengthen cultivation and retention for all levels of membership through thoughtful and well-timed initiatives.
 - Coordinate donor solicitation schedules and evaluate their effectiveness, implementing necessary changes to improve departmental efficiency and increase membership revenue.
 - Manage membership renewal processes for general memberships, Hill-Steaders, and Theodate Pope Riddle Society.
 - Execute all aspects of the solicitation process, including the design of printed materials and correspondence and timing of mailings.

Fundraising Events and Major Donor Engagement

Collaborate with the Development Team and the Director of Public Programs to provide administrative support and database entry in the following areas:

- Event logistics, including but not limited to managing reservations, purchasing supplies, maintaining accurate name tags, and providing support at events.
- Providing hospitality support for major donor events (i.e., ordering and setting up on-site lunches or after-hours refreshments).

- Support for major benefit events including but not limited to managing reservations, ticket and item purchases, seating arrangements, and training volunteers. Staff HSM events as needed.
- Manage reservations and auction data entry for the annual spring Dinner Auction, fall fundraiser and other development events

Management

- Maintain the Chief Advancement Officer's calendar and process business expenses as needed.
- Process receivables and payables through the finance office promptly and report on accurate fund allocation. File accurately and meticulously.
- Provide data for Development Team and senior management for reports as necessary (fundraising events, membership engagement, annual budget).
- Maintain donor database, including creating and updating records and performing data integrity checks. Conduct biographical, business, and financial research on individuals and some foundations via Veevart. Mine for stories about movers and shakers via *The Hartford Business Journal*, *The Hartford Courant*, and local media sources. Comb the business & real estate sections and obituaries.
- Coordinate mailing and printing projects for donor solicitation events as well as creation of various ephemera for Hill-Stead programs.
- Provide grants maintenance and track projects and liaise with grants team on preparing applications as well as with Finance on expenditure and reporting.
- Support of overall Development Department and HSM revenue goals.
- Present progress reports to senior management when requested or as needed throughout the year.
- Manage, review, and fulfill requests for donation of HSM services for charitable organizations and benefits.
- Provide graphic design assistance with printed materials and digital correspondence.
- Maintain regular office hours at the museum and attend staff, departmental and committee meetings.
- Manage or assist with other projects as assigned.

REQUIREMENTS FOR POSITION

Education, experience and abilities

- Bachelor's degree.
- 1-3 years experience in a non-profit development role strongly preferred with strong interest in art.
- A team player with exceptional interpersonal skills, capable of working with peers, volunteers, and a variety of internal and external customers on time-sensitive projects.
- A self-starter who collaborates well in a fast-paced, deadline-oriented environment.
- Outstanding verbal, written communication and organizational skills. Detail-oriented with the ability to prioritize projects and multi-task with a high level of accuracy.
- Strong administrative skills to support office and business protocols.
- Willingness to work flexible hours, including some evenings and weekends.
- Excellent and intuitive computer skills with proficiency in Microsoft Office Suite, Salesforce or similar CRM applications, basic graphic design, and the ability to quickly learn and navigate new software.

The above descriptions of tasks and responsibilities are not exhaustive and not meant to be inclusive of every task or responsibility that may be required or assigned by management.

The employee may be occasionally required to stand or remain in a stationary position for extended periods of time. The employee must be able to occasionally lift and/or move up to 25 pounds. The employee may frequently ascend and descend stairs. Reasonable accommodations may be made for persons with disabilities in order to perform duties essential to the position. Flexibility is required to work some early mornings, nights, and weekends.

Hill-Stead Museum follows federal and state laws and is an equal opportunity employer. The museum does not discriminate against individuals on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, political affiliation or belief, genetic information, or any other legally protected classification.