



Title: DEVELOPMENT ASSISTANT
Report to: DIRECTOR OF DEVELOPMENT
Status: FULL TIME-EXEMPT

El Museo del Barrio, founded by a coalition of Puerto Rican educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

SCOPE AND PURPOSE OF ROLE

The Development Associate/ Assistant (DA) will support all facets of El Museo's Development Department and take a proactive approach to supporting all fundraising activities, as well as the other duties supporting the Development staff, as needed.

The DA serves as a liaison with donors, prospects, and staff, receives and organizes correspondence and prepares draft responses and acknowledgements, makes travel arrangements, completes and submits reimbursements invoices and expense reports, makes telephone calls, handles inquiries and/or directs them appropriately to assure effective day-to-day operations. They also conduct research to support development efforts: pull gift reports and process gifts, prepare and run statistical and analytical reports, financial and gift summaries, and enter and correct data in El Museo's records.

RESPONSIBILITIES

Administration

- Manage invoices and billing for the department including monthly reports
- Liaise with consultants to support project management
- Partner with the Development Coordinator and Visitor Services on membership administration and Event Manager on events
- Maintain and compile comprehensive, accurate lists of funders as needed
- Correspond and prepare communications with constituents; compile and check mailing/invite lists for accuracy, draft and edit copy, assure adequate supplies of materials related to the department's activities—reply cards and envelopes, brochures and other related documents, etc.
- Help research and contact prospects through online research, including corporate affinity group and alumni databases.
- Help maintain calendar for grants management including submission and reporting
- Provide support for officers' prospect appointments; prepares background information materials
- Make travel arrangements, itineraries, and trip expense reports for the Director
- Transcribe meetings' minutes as needed



Database Maintenance

- Lead Development team's efforts to ensure accuracy of Raiser's Edge records, ensuring data is entered and updated in a timely manner
- Maintain, monitor, and report on gift acknowledgements, ensuring that all donors are thanked quickly by either drafting acknowledgement letters and shepherding them through the completion process, or reminding relevant colleagues of timeliness
- Additional database administrative tasks as needed

Additional Responsibilities

- Arrange meetings with external parties, both on and offsite, as needed
- Assist with special events and public activities as needed
- Additional support tasks as needed

QUALIFICATIONS

- Bachelor's degree, at least two years of related work experience
- Strong attention to detail and accuracy
- Strong written and verbal skills
- Proficient in computer skills, including the full Microsoft Office suite, Excel, data entry, mail merges, Raiser's Edge, the ability to quickly learn data entry software
- Strong planning, organizational, time management and problem-solving skills with an ability to analyze data and work with quantitative information
- Ability and flexibility to work on a variety of tasks (often simultaneously)
- Bilingual in English and Spanish preferred
- Knowledge of art and Latinx culture preferred, and familiarity with East Harlem cultural assets a plus
- Knowledge and experience with membership recruitment and event planning a plus
- Some night and weekend work will be required
- Able to analyze data and work with quantitative information

APPLICATION INSTRUCTIONS

Please send a cover letter, resume, to jobs@elmuseo.org, with Development Assistant in the subject line. No phone calls, please.

El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. El Museo values a diverse workplace and encourages those members of the El Museo community to apply to this posting. This policy applies to all terms



and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.

As a commitment to the health and safety of El Museo's employees and patrons, we have enacted a mandatory vaccination policy for our employees. Accordingly, all prospective hires must be able to provide proof of vaccination if an offer of employment is extended. However, in accordance with our dedication to equal employment opportunities for all, and in compliance with all federal, state, and local laws and regulations, exemptions to El Museo's vaccination policy exist for individuals based upon their medical conditions and/or sincerely held religious beliefs.