

## Georgia Museums, Inc.

**Job Title:** Development Assistant  
**EXEMPT (Y/N):** N  
**DEPARTMENT:** Administration  
**DATE:** 3/16/2023

**JOB CODE:** EEO Class I  
**SUPERVISOR:** Director of Development-  
Bartow History Museum and  
Booth Western Art Museum

**SUMMARY:** To provide administrative support to the Development Department, Executive Director, and other Museum departments as requested by supervisor or Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

### Database Management and Gift Entry

- Process gifts and send acknowledgements for Booth and Bartow History Museums in a timely manner. Enter pledges and send follow-up correspondence to ensure prompt payment. Ensure all acknowledgments comply with GMI policy and IRS regulations and guidelines.
- Conduct regular reviews and maintenance of database for record consistency and accuracy.
- Generate monthly donation reports and assist with annual reports.
- Create Altru revenue and donor reports and additional queries and reports as requested.
- Process and obtain information from database systems.

### Communications and Events

- Develop and maintain excellent interpersonal relationships with Circle members and donors.
- Write, edit and proofread correspondence, invitations and reports as requested.
- Schedule and coordinate meetings, interviews, appointments, or other similar activities for supervisor as needed/requested.
- Coordinate travel and lodging arrangements; prepare expense reports.
- Track all sponsorships and ensure fulfillment of benefits.
- Work closely with supervisor in event planning, staging, and implementation for Museum's annual fundraiser.
- Assist supervisor with scheduling, invitations, and organization of events to include Circle events, member trips, national collector groups and other development events.
- Assist with coordinating special events for the Bartow History Museum when requested.
- Setup events in ALTRU, track and process payments, maintain any applicable record data.

### Prospect Research and Management

- Assist with sponsor and donor identification, cultivation and stewardship.
- Conduct donor research using designated research service and internet resources as requested.

### General Duties

- Maintain phone coverage using a mobile unit for the Executive Director, Director of Operations, Director of Development – BHM and BWAM, and Executive Assistant.
- Distribute all incoming mail, prepare and dispatch all outgoing mail to include processing overnight shipments for the Booth Museum.
- Maintain Booth Museum employee and volunteer ID badges; Establish and maintain positive interpersonal relationships, and project a warm, helpful attitude toward fellow staff members.
- Maintain confidentiality in a professional manner.
- Responsible for insuring high standards of professionalism in all areas of responsibility, represent the Museum with a high level of integrity. Adhere to Museum policies and support management decisions in a positive, professional manner.
- Serve as back up to Executive Assistant to the Executive Director and the Deputy Director of Operations.
- Perform other tasks and projects as assigned.

### **QUALIFICATION REQUIREMENTS:**

- Associate degree plus three years of office administrative work, or an equivalent combination of education and experience.
- Ability to multi-task, effectively set priorities, problem-solve, gather and analyze statistical data and generate reports with minimal supervision.
- Excel in communication both orally and in writing.
- Proficiency in Microsoft Office (Word, Excel, Outlook, etc.).
- Experience working with donor management or CRM software with a preference for Altru or other Blackbaud product.
- Ability to quickly learn software programs used within the organization.
- Graphic design knowledge and event planning experience a plus.
- Must be able to sit, walk, and stand for extended periods. Must be able to reach, stoop, and lift up to 25lbs. Position requires manual dexterity, full color spectrum vision, ability to hear and speak.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Driver's License

**WORK ENVIRONMENT:** Museum and office environment, non-standard hours, generally within 8:00 AM to 6:00 PM, Monday through Friday, with some evening and weekend work to participate in Museum events and to meet deadlines. The noise level in the work environment is low to moderate.