

CHICAGO HISTORY MUSEUM
POSITION AVAILABLE

JOB TITLE: Development Assistant

DEPARTMENT: Institutional Advancement

FLSA STATUS: Non-Exempt

JOB SUMMARY:

The Development Assistant performs all administrative duties related to the museum's membership program, including acquisition and renewal mailings, membership fulfillment, special mailings and communications. The assistant is responsible for the timely preparation of donor acknowledgements and fulfillment of donor benefit packages. This position also provides department support for special events, auxiliary group activities, and serves as a primary contact for Visitor and Member Services inquiries.

JOB PURPOSE:

The Development Assistant will primarily perform membership administrative duties including mailings, membership fulfillment, donor acknowledgements and benefit packages, as well as provide support for special events and activities, all with the overall goal of maintaining and building the organization's visibility.

ESSENTIAL FUNCTIONS:

- Establish and maintain efficient processes and schedules for production and distribution of fundraising and membership materials.
- Ensure acknowledgement letters, along with donor benefit packages are produced directly following gift processing
- Responsible for timely fulfillment of new and renewed member packages, member renewal notices and acquisition mailings
- Manages time appropriately to insure delivery of time sensitive materials such as calendars, magazines, post card invitations
- Provide guest lists to Visitor and Member Services, gather and prepare registration materials for member and donor events
- Maintain organized donor documents files
- Work closely with the Member Services Coordinator to meet the needs of current and potential members.
- Assist with special events including those for Members and Auxiliary Groups
- Respond to community requests for membership donations
- Establish and maintain accurate written procedures for standard activities
- Cross train with Gift Processor and serve as a back-up as needed for this function
- Lift, carry, pull, or otherwise move boxes or objects weighing up to 25 pounds
- Create a team spirit and enhance communication within the Institutional Advancement Department so that staff members will work collaboratively and in a supportive manner across departmental and functional area boundaries

OTHER DUTIES:

- Supports the Institutional Advancement Team on other projects as needed

QUALIFICATIONS:

- Bachelor's degree in Business or a related field required

- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Outlook, Excel and Raiser's Edge
- Excellent verbal and written communications skills
- Ability to organize and prioritize work
- Excellent attention to detail required
- Commitment to delivering excellent customer service and working in a collaborative manner with others
- Ability to work independently with little supervision
- Ability to lift, carry, pull, or otherwise move boxes or objects weighing up to 25 pounds.
- Commitment to the mission, values, and programs of the Chicago History Museum

SALARY and BENEFITS: Salary is competitive. Excellent Benefit package

Please send cover letter, resume with salary history, and the names and phone numbers of 3 work references **in one document** to: <https://home.eease.adp.com/recruit/?id=3319631>

Materials not considered without salary history

Background check required

Equal opportunity Employer

M/F/D/V