



Job Description

Position: Development Assistant (Full Time)
Department: Development & Marketing
Supervises: N/A
Supervisor: Development & Marketing Director
Starting Date: Available Immediately
Application Deadline: Available Until Filled

Classification	Exempt	Non-exempt	Job Number	N/A
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Our Mission:

The International Museum of Art & Science (IMAS) located in the Rio Grande Valley inspires audiences of all ages to explore art and science through its permanent collections, exhibits, programs, and partnerships by empowering learners to discover their interests and pursue their passions.

Job Description:

The Development Assistant will report to the Director of Development & Marketing. This position involves performing administrative tasks in a highly organized, confidential, and professional manner and serving as an initial point of contact for the Development and Marketing Department. It is necessary to be able to handle multiple projects simultaneously, to be attentive to detail, and to deal with each call in a warm, helpful manner. The responsibilities include, but are not limited to, telephone work, assisting with processing and acknowledging contributions, departmental mailings, filing, and event support. The development assistant is also expected to assist all members in the department with current or top priority assignments and with museum events and programs, as needed. The keystone of this position is flexibility.

Key Responsibilities

- Process and acknowledge contributions both in kind and monetary
- Communicate with event sponsors and grantors for gift management tasks including forms, deadlines, contact information and other relevant communications
- Keep department files organized
- Build mailing lists, manage departmental mailings, and database entry
- Learn and utilize the museum's gift processing software

Development Assistant

- Provide event support for the department
- Answer telephone for museum on administrative days (Mondays and Tuesdays)
- Manage and coordinate volunteers for the department

Skills & Qualifications

- Ability to work on multiple projects and deliver within expected deadlines
- Open communication with supervisor on multiple projects
- Proficient knowledge of Adobe suite (Illustrator, Photoshop, In Design, Premiere)
- Excellent organization skills; demonstrated communications skills (written and oral) preferably bilingual in English and Spanish

Organizational

- Uses knowledge and understanding of the IMAS strategic plan, key initiatives, and overall operations to communicate applicable information about the museum effectively.
- Stays up to date on all Department activities and information; responds promptly to requests for data related to Department activities.
- Actively participates in Department, project and All Staff meetings.
- Works collaboratively across museum departments to effectively perform job duties and is able to assist others as workflow allows.
- Promotes goodwill by being courteous, friendly, and helpful to guests, managers, and fellow employees and represents the museum with a clean and neat appearance and work area at all times.
- Other duties as assigned.

Requirements

- Exceptional communication skills. Bachelor's degree preferred or comparable years of experience will be considered.
- Previous experience in development or related field in a professional office environment, as well as experience working in a non-profit preferred.
- Works well independently and with others. Skilled in Microsoft Word, PowerPoint, Outlook, Excel.
- (optional) Knowledge of Adobe software (Illustrator, In Design) beneficial to support department needs.
- Must be available to work a flexible schedule including days, and occasional evenings and weekends.
- Must be able to pass a criminal records background check and drug test.

Compensation

Compensation range \$13-\$14/hour

Development Assistant