

Job Description

Job Title: Development Administrative Assistant Manager	Updated: November 2023
Department: Development	FLSA Status: Non-Exempt (overtime eligible)
Reports to: Deputy Director of Development	Full-Time (Monday-Friday schedule)

Job Summary:

The Development Administrative Assistant Manager is a key position responsible for the oversight, organization, and implementation of the administrative activities involved with the fundraising program for the Taubman Museum of Art (TMA). The duties include leading and coordinating all development administrative tasks related to fundraising, while managing key department part-time staff and volunteer support to provide administrative support to the department leadership.

This position is a Monday - Friday schedule with availability evenings and weekends for fundraisers and events.

Job Duties and Responsibilities:

Administrative Duties

- Serve as development department lead for CRM database as well as management and organization wide data hygiene practices.
- Develop and run queries and reports in coordination with Development Team; troubleshoot issues and coordinate corrective actions with internal and external partners.
- Provide department training on CRM database actions, including editing/adding constituent records, programs, events, etc.
- Serve as the lead for department mail processing, including processing check deposits with another staff member present; enter data into CRM database and coordinate with the Finance Team on any discrepancies in reporting between donor database and accounting software.
- Oversee donation attributes to assure accurate coding and designation.
- Maintain record of in-kind gifts in coordination with Development and Finance Teams.
- Oversee and provide support to assure timeliness of standard and special handled acknowledgments and pledge reminders with an appropriate signature or handwritten notes and assure adherence to stewardship practices.
- Manage Development Team's acknowledgment mailings, including but not limited to running mailing lists, preparing mailings for sending, and tracking these interactions in the organization's CRM database.
- Maintain an active understanding of how to prepare and mail membership materials, including cards, inserts, reciprocal lists, certificates, and renewal letters; work in conjunction with the Membership and Corporate Gifts Manager to provide support, as needed.
- Conduct monthly reconciliation sessions with the Finance Team to ensure accurate coding and designation.
- Coordinate with the Finance Team to generate development invoices; draft and send cover letters with invoices enclosed.

- Coordinate with Finance Team and Deputy Director of Development on annual audit by providing requested development documentation.
- Prepare weekly and monthly progress to goal reports to the Deputy Director of Development.
- Maintain and provide support for annual fund donor relationships (including but not limited to individuals, foundations, corporations). Be prepared to give accurate, up-to-date information on donors.
- Create briefing memos, tracking reports, sponsor packets, donor research, and donor/prospect giving history reports, and run individual wealth screenings, for Development Team members, and Executive Director.
- Assist with moves management activities for staff and board portfolio of donors. Provide support for proposals, and annual report content.
- Recruit and coordinate Event and Development Administration volunteers as needed.
- Update website listings for corporate and individual donors, bi-annually.
- Work with Development Team on compiling information and data for annual impact report; update listings for corporate and individual donors for annual impact report and audit internal signage.
- Work cross-departmentally with leadership and Museum teams to ensure donor benefits are fulfilled and proper sponsor recognition on internal/ external signage and marketing materials.
- Oversee and manage budgets for all fundraising events and engagement opportunities.
- Serve as the RSVP and registration lead for fundraising and stewardship events.
- Provide administrative support to the Special Events Manager on all events and the Membership and Corporate Gifts Manager on membership activities.

General Duties

- Manage department associates and volunteers, in coordination with the Deputy Director of Development; provide weekly task assignments, and department updates, as needed.
- Provide day of assistance during TMA special events.
- Effectively communicate the mission and impact of the Museum with donors, prospects, and high-level supporters, and external stakeholders.
- Work with the Visitor Services Manager, and in conjunction with the Development Team, to identify and fill department volunteer needs.
- Assist the Development Team with administrative support of fundraiser benefit committees, as needed.
- Work with Development Team on quotes and adjustments for annual budget submission.
- Work in coordination with the Development Team to leverage partnerships and sponsorships for cost savings.

Knowledge, Skills and Abilities:

Strong interpersonal skills, work ethic, and self-discipline to work both independently and within a team of individuals with diverse backgrounds. Strong verbal and written communication skills. Detail-oriented with strong organizational, analytical, communication and planning skills. Ability to prioritize and manage multiple tasks and a variety of demands. Commitment to integrity and confidentiality and a high degree of accuracy and ethicality with record keeping. A positive outlook and willingness to learn. Passion for the Museum's mission to bring art and people together for discovery, learning, and enjoyment.

Preferred: Possess knowledge of fundraising principles and practices.

Training, Education and Experience:

Associate degree required (bachelor's degree preferred). Minimum 2 years' experience of cloud-based database systems, preferences for Blackbaud system. Must have proficient knowledge of Microsoft office suite, with strong editing skills.

Special Requirements:

Must be available to work flexible hours weekly, including nights, and weekends as needed. Must possess and maintain a valid Virginia driver's license and maintain a driving record acceptable to the Taubman Museum of Art and its insurance carrier(s).

EEOC Statement:

The Taubman Museum of Art is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status or any other federal, state or local protected class. The Taubman Museum of Art is also committed to complying with all fair employment practices regarding citizenship and immigration status.

Taubman Museum of Art is committed to creating a diverse environment:

At The Taubman Museum of Art we each contribute to inclusion—we all have a role to play. Our culture is the result of our behaviors, our personal commitment, our curiosity, how we collaborate, and the ways that we courageously share our perspectives and encourage others to do the same. In turn, our inclusive culture inspires us to try new things and share information openly and transparently. It brings us together in ways that help us stand out. Our inclusive culture empowers all of us to connect, belong, and grow.