



### Job Description

Job Title: <b>Development Administrative Assistant Manager</b>	Updated: March 2025
Department: <b>Development</b>	FLSA Status: <b>Non-Exempt (overtime eligible)</b>
Reports to: <b>Deputy Director of Development</b>	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; run an annual mass wealth screening update, 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.
- Support the organization by error pulls in the database, removing duplicate records and correcting data as needed.
- 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.
- Conduct monthly reconciliation sessions with the Finance Team to ensure accurate coding and designation. 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).
- Monitor and provide tracking of major gift donor relationships.
- Assist with moves management activities for staff and board portfolio of donors Provide support for proposals, and annual report content.
- Schedule and provide support for committee meetings – Sidewalk Art Show, Women’s Luncheon, Opening.
- Recruit and coordinate Event and Development Administration volunteers as needed.
- Guide specialized and segmented mail lists.

- 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.
- Identify outstanding pledge installments and sponsor commitments; prepare and mail cover letters and invoices, as appropriate.
- Be prepared to give accurate, up-to-date information on donors.
- Attend meetings and assist with fund-raising activities, including mass mailings and fundraising events.
- 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.
- Coordinate with the Finance Team to generate development invoices; draft and send cover letters with invoices enclosed.
- 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 & Special Events Assistant Manager to provide support, 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.
- Collaborate with the Deputy Director of Development and coordinate with the Marketing Team to schedule and prepare mailing lists, including but not limited to appeal mailings; create tracking reports to evaluate appeal performance.
- Coordinate with Finance Team and Deputy Director of Development on annual audit by providing requested development documentation.
- 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.
- 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.
- Maintain record of in-kind gifts in coordination with Development and Finance Teams.
- Serve as manager for all RSVPs and registration lists for all fundraising events and engagement opportunities.
- Oversee and manage budgets for all fundraising events and engagement opportunities. Work in coordination with the Development Team to mail mass solicitations for events, fundraisers, etc.
- Provide staff oversight/decision-making on donor file auditing, in coordination with the Deputy Director of Development.
- Provide administrative support to the Membership and Special Events Manager on all events and membership activities.
- Track monthly credit card expenses and maintain log of purchases.

### **General Duties**

- Manage department associates and volunteers, in coordination with the Deputy Director of Development; provide weekly task assignments, and department updates, as needed.
- Meet with the Corporate Relationship Officer, and the Deputy Director of Development to keep appropriate staff up to date on interactions with donors.
- Proactively communicate with appropriate Museum staff/departments as to the progress of fundraising administration needs/initiatives to ensure effective cross-departmental collaboration.

- Manage and implement updates to the Museum’s website, in coordination with the Development and Marketing Teams.
- Secondary contact for key event vendor and government contacts, permits, and licenses.
- Provide day of assistance during development events, serving as the registration lead.
- 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.