



Job Description – Gibbes Museum of Art

Updated: August 2024

Job Title: Development Assistant

Department: Development

Reports To: Director of Membership & Board Administration

Position Summary:

The full-time Development Assistant plays an active role in the Development Department, providing support to a robust membership program, dynamic fundraising initiatives, and service to our growing donor community. Primary responsibilities include assisting the Director of Membership & Board Administration with processing memberships, general gifts, annual giving, and sponsorships. Additional responsibilities include assisting the Development team with sponsorship and fundraising materials, cultivation and membership events, auxiliary group correspondence, especially Society 1858, donor research, and letter and grant writing. This position requires great attention to detail and enthusiasm for general administrative tasks.

Essential Duties and Responsibilities:

- Assists with donor and membership solicitation letters and renewals.
- Enters memberships, gifts, and sponsorships into the development database as directed.
- Processes membership renewal notices.
- Assists with database management and data entry as needed.
- Helps with acknowledgement correspondence for memberships, gifts, and sponsorships.
- Maintains contact lists and information in Altru, Constant Contact, and other platforms.
- Prepares materials and coordinates mailings to support development activities including but not limited to memberships, general donations, annual giving campaign, sponsorships, planned giving, grants, etc.
- Assists with grant writing and other written materials as assigned.
- Fulfills donation requests and general inquiries.
- Maintains digital and paper files for memberships and donors.
- Assists with after-hours cultivation and members programs and events.
- Assists CEO with managing calendar.
- Performs other duties as assigned.

Job Requirements:

- Bachelor's Degree in Arts Management, Communications, Administration, or related field.
- 2-3 years of office experience required; development support and museum experience preferred.
- Must pass a background check prior to employment.
- Must be able to work a flexible schedule; to include weekends and evening hours as needed.

Knowledge, Skills & Abilities:

- Knowledge of nonprofit fundraising efforts and stewardship.
- Ability to implement, coordinate, and complete projects in a timely manner, and to establish priorities and perform work independently.
- Ability to communicate effectively with a variety of individuals. Excellent command of English usage, grammar, and spelling, both in verbal and written form.
- Ability to use good judgment and respond to member concerns or complaints while remaining calm and presenting a professional demeanor.
- Demonstrated ability to work with confidential information.
- Strong organizational skills and attention to detail.
- Efficient in maintaining hard copy and electronic copy file maintenance and documentation.
- Proficient in Microsoft Office—Word, Excel, and PowerPoint. Preference given to candidates with prior nonprofit software (Blackbaud’s Altru) and point of sale system experience.
- Ability to use standard office equipment (e.g., phone, copier, etc.) and current PC networking system.
- Ability to lift weight or exert force on objects up to 25 pounds.

Compensation:

- Salary: \$35,000 - \$38,000 per year
- Generous paid time off
- 15 paid holidays
- 401 (K) matching
- Paid health, dental, and vision insurance
- Paid parking

Position: Full-time

Please provide the following as part of your application:

- Cover letter detailing your interest in the Gibbes Museum of Art and your qualifications (PDF)
- Resume including education and experience (PDF)

Send application by email to: careers@gibbesmuseum.org

The Gibbes Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.

Location: 135 Meeting Street, Charleston, SC 29401