



JOB POSTING

Job Title: Development Assistant
Status: Full Time
Number of Positions: 1

Classification: Non-exempt
Reports to: Senior Development Manager
Posting Deadline: Until Position is Filled

Description

Reporting to the Senior Development Manager, this position shall provide administrative and programmatic support to the institution's Development department, with final authority in such matters remaining with the Senior Development Manager and the President/CEO. The Development Assistant's primary function is to support Senior Development Manager with membership program coordination, database management, donor solicitations and acknowledgements and other administrative functions of the department. The Development Assistant is responsible for demonstrating self-accountability and self-development.

Essential Responsibilities

- Assist in representing the Aquarium of Niagara with government, civic, community and philanthropic organizations as requested.
- Help facilitate interactions with donors, vendors and outside organizations to secure resources and commitments for fundraising functions.
- Aid in ensuring that all fundraising and development activities are consistent with the mission, vision and of the Aquarium of Niagara.
- Maintain up-to-date donor and membership records and process acknowledgments in a timely manner. Serve as the point of contact for membership inquiries.
- Help prepare and disseminate materials used for cultivating donors and soliciting gifts and donations.
- Provide assistance with annual fundraising events, various campaigns and master planning initiatives

Requested Requirements

- Completed or pursuing Bachelor's degree in museum studies, nonprofit management, communications, business, development, marketing or equivalent degree
- 2 years experience, preferably in the nonprofit sector
- Proficient understanding of Microsoft Office software, including Microsoft Word and Excel
- Working knowledge of a CRM platform preferred
- Strong attention to detail, and attitude of personal accountability
- Ability to work independently, as well as on a team as necessary

To Apply

Provide resume and cover letter to: employment@aquariumofniagara.org. Please include "Development Assistant" in the subject of any correspondence.

The Aquarium of Niagara is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.