Position Description
The New Bedford Whaling Museum seeks a full-time Development Assistant. As a member of the Development team, the Development Assistant will report to the Director of Philanthropy and work with two Development Managers to help ensure the Museum meets its fundraising goals. S/he will be an important part of a small but growing team as the Museum launches a slate of ambitious and innovative programs and exhibitions.

Core Responsibilities:
• Daily gift processing, data entry, and donor acknowledgement
• Day-to-day management of the Museum’s Raiser’s Edge fundraising database
• Providing support for monthly financial reporting and yearly audit preparations
• Execution of mailings to donors and members (invitations, solicitations, renewals, etc.)
• Support in scheduling and prep for Board/Committee and donor meetings
• Support for Museum fundraising and cultivation events
• Other projects as directed

Required Skills and Experience:
Minimum qualifications include a Bachelors’ degree and experience with data entry, database management, and excellent computer skills (proficiency in Microsoft Word, Excel, and Outlook). This position requires work on occasional nights and weekends.

Preferred qualifications include experience in a non-profit environment and proficiency in Raiser’s Edge or comparable fundraising database software.

APPLICATION INSTRUCTIONS:
Send cover letter, resume and two writing samples to Emily Mead, Director of Philanthropy, at emead@whalingmuseum.org. No calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.

Excellent salary and benefits package.