



Position Title: **Development Associate**
Reports To: Executive Director
FLSA Status: Part-Time, flexible hours. 24 hours/week.

Function: The Development Associate is a key member of the development team responsible for administration of fundraising activities, including donor database, assisting with social media and communications content.

Position Responsibilities:

Development Administration:

- Maintain donor database in Neon One, including updating records, entering gifts and preparing acknowledgement letters and other correspondence.
- Manage production and mailing of fundraising appeals, membership renewals, and program announcements.
- Assist with special event management.
- Coordinate donor communication, outreach, and acknowledgements.
- Help organize donor stewardship and recognition events, as well as other special events that support the Museum's fund raising.

Executive Assistance:

- Support the Executive Director in the preparation of fundraising materials.
- Coordinate meeting schedules for Board and Executive Director.
- Take minutes during evening Board and committee meetings (approx. 12 times/year).

Office Administration:

- Oversee central office administration.
- Update website content as needed through Wordpress site.
- Manage email inquiries.
- Manage central filing systems.
- Monitor and order office supplies.
- Assist with IT issues as they arise, and work with IT consultant to resolve issues.

Human Resources:

- Maintain HR records, including vacation, sick, and personal leave schedules.
- Administer with Executive Director benefit programs, including health, disability insurance, and 401K.

Job Requirements:

College degree required as well as 2-3 years' experience in non-profit fundraising or managing a small business office. Proficiency with MS Word, Excel, Outlook, Google Suite is required. Experience with donor databases, office technology, and event management preferred. Excellent written and verbal communication skills, as well as a good-humored, energetic, enthusiastic, and team-focused attitude are essential. All Fairfield Museum employees are required to undergo a criminal background check and be eligible to work in the US.

This is a part-time, 24 hour / week position requiring occasional evening and weekend hours. Compensation is \$33-35 / hour with paid vacation and other benefits.

Physical Requirements:

Ability to lift and bend with boxes weighing up to 30 pounds; climb and reach on step stools and ladders.

To Apply:

Email a resume and cover letter detailing your relevant work experience by November 8th to search@fairfieldhs.org. Please put Office Manager in the subject heading. The Fairfield Museum is an equal opportunity employer and encourages applications from people of color, women, and LGBTQ+ applicants.

About the Fairfield Museum

The Fairfield Museum is a vibrant center of community life that welcomes more than 30,000 annual visitors, a prominent center for the study of arts and humanities, and an award-winning educational center that serves more than 4,000 students. Our Mission is to inspire civic engagement by celebrating the diverse history of our region and its people. As a dynamic public forum, we believe in the power of art and humanities to inspire the imagination, stimulate ideas, and build a better society.

www.fairfieldhistory.org