



DEVELOPMENT ASSOCIATE/Executive Administrator

DEPARTMENT:	DEVELOPMENT
IMMEDIATE SUPERVISOR:	CHIEF DEVELOPMENT OFFICER
STATUS:	EXEMPT
HOURS:	40 HRS. /WEEK

Job Purpose:

Development Administrator position at MOSH Museum of Science and History serves a critical role, focusing on providing essential support to the Chief Development Officer and the development team. This key position involves overseeing administrative functions, managing CDO calendar, facilitating seamless communication with internal and external stakeholders and ensuring the efficient operations of the development department. We are seeking a proactive individual with exceptional organizational skills, database management expertise and strong written and verbal communication skills in addition to a genuine commitment to contributing to the success of our dynamic development projects.

DUTIES AND RESPONSIBILITIES:

Administrative Support:

- Provide comprehensive administrative support to the Chief Development Officer and the development team at MOSH Museum of Science and History.
- Organize calendar and schedule meetings, appointments, and project-related activities with precision.
- Ensure all support materials for meetings are prepared in advance
- Maintain accurate and up-to-date project documentation and records.
- Serve as a service agent to donors and corporate partners.

Communication Facilitation:

- Serve as a dedicated liaison between the development team and various departments within MOSH.
- Skillfully coordinate communication within the development team and with external stakeholders.
- Prepare and disseminate internal and external project-related communications with professionalism.

Project Coordination:

- Assist in the meticulous planning, coordination, and execution of development projects.
- Collaborate closely with team members to ensure the timely achievement of project milestones.
- Track project timelines, deliverables, and resource allocation with meticulous attention to detail.

Database Management:

- Manage and update development-related databases and systems effectively.
- Ensure the accuracy and completeness of data related to projects and stakeholders.
- Oversee gift agreement compliance, and coordinate execution with relevant departments.

Financial Tracking:

- Contribute to the monitoring and tracking of development project budgets and goals.
- Work closely with the finance department to ensure the accurate and timely processing of invoices and expenses.

Team Collaboration:

- Foster a collaborative and positive working environment within the development team at MOSH.
- Coordinate engaging team-building activities and events.
- Must serve as a partner to the Chief Development Officer in helping to organize and manage Capital Campaign and Development operations.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor’s degree or equivalent combination of education
- 5-7 years of experience in major gift and planned giving fundraising
- Proven relationship building and collaboration while matching prospect’s personal vision with MOSH’s vision, mission, and programs
- Proficiency in Salesforce required

SKILLS AND ABILITIES

- Exceptional written communication skills
- Excellent research skills
- Being able to understand and execute complex instructions
- Strong organizational skills and excellent attention to detail
- Must be able to establish, monitor and meet timelines
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines
- Ability to maintain confidentiality is required
- Strong computer skills with solid knowledge of MS Word and Excel
- Knowledge of Salesforce or other CRM experience

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive

inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.