

**ORGANIZATION**            **New Bedford Whaling Museum**

**LOCATION**                    **New Bedford, MA**

**POSITION**                 **Development Assistant**

**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 Manager of Donor Relations and support the Development team to help ensure the Museum meets its fundraising goals. The Assistant will be an important part of the Museum's future as it launches a slate of ambitious and innovative programs, events, exhibitions and capital efforts.

**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 for Museum fundraising and cultivation events
- Other projects as directed

**Required Skills and Experience:**

Minimum qualifications include experience with data entry/database management and/or events, as well as excellent computer skills (proficiency in Microsoft Word, Excel, and Outlook) and exemplary attention to detail. This position requires work on occasional nights and weekends.

Preferred qualifications include experience in a non-profit environment, museums and proficiency in Raiser's Edge or comparable fundraising database/CRM.

**APPLICATION INSTRUCTIONS:**

Send cover letter and resume to Traci Calabrese at [tcalabrese@whalingmuseum.org](mailto:tcalabrese@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.