

JOB DESCRIPTION

TITLE: Administration and Development Associate

FLSA STATUS: Full time Non-Exempt

ANNUAL SALARY RANGE: \$27,000 - \$32,000 *based on professional experience.*

REPORTS TO: Director of Development

FUNCTION: Provides support to the Executive Director, Board, and Development office. Additional support for other staff as necessary. Areas of coverage include Board meetings, policies and procedures; gift entry and acknowledgement; and general bookkeeping assistance. Responsible for duties outlined below as well as other duties as assigned. Occasional evening and/or weekend work hours will be required.

DUTIES AND RESPONSIBILITIES

1. Administrative Assistance
 - Provide administrative support to Director (correspondence, travel arrangements, appointments, receipts/reimbursement requests, etc.)
 - Provide administrative support to Board President as needed
 - Maintain calendar and schedule appointments for Director
2. Development and Finance
 - Assist Finance Manager as assigned
 - Enter gifts (cash/checks) in donor database and prepare for finance office
 - Create and send out gift acknowledgments
 - Prepare check requests/reimbursements
 - Provide administrative support to the Director, Development Director, volunteer committee and consultant during the museum's campaign fund drive
 - Maintain calendar and schedule appointments for campaign and other meetings
 - Assist with development events as assigned
 - Respond to donation requests (nonprofit auctions, etc.)
 - Maintain catering storage and kitchen inventories
3. Committee and Board Activity
 - Assist Director in board meeting preparation
 - Meeting space reservation logistics and set up for board and committee meetings
 - Ensure meeting announcements are distributed in advance to board and committees
 - Distribute meeting minutes and materials for board and committee meetings
 - Make calls and track board meeting attendance
 - Quarterly billing of board members for miscellaneous expenses
 - Collect/compile all reports, motions, etc.
 - Assist with committee activities as assigned
 - Maintain board and committee minutes records

4. Office Management

- Plan/attend weekly staff meetings
- Daily mail sorting/delivery
- Arrange for parcel shipping for all staff as needed (correspondence, shop sales, etc.)
- Manage office supplies/budget (track inventory in supply cabinets, reorder supplies as needed, place special orders for other staff when approved)
- Coordinate office equipment management, updates, and repairs (copiers, desktop computers, fax, phone, etc.)
- Arrange for flowers/gifts as requested
- Proof reading for all departments as needed

5. Visitor Services

- Cover front desk for visitor services during daily lunch break and when needed
- Assist with ticketing/shop sales as needed
- Assist with rental inquiries/tours

QUALIFICATIONS AND SKILLS

The successful candidate will have a Bachelor's degree or an Associates degree with relevant prior work experience. S/he should enjoy working with the public, meeting new people, and partnering with volunteers. Strong organizational skills are a must and the candidate should have the ability to prioritize and organize multiple activities. S/he will possess strong writing, proof-reading, and typing skills; proven accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines. Proficiency with Microsoft Word, Outlook, PowerPoint and Excel required. Graphic design, database and/or point-of-sale experience a plus.

To apply, please send current resume, writing sample, and 3 professional references to: ADMINISTRATIVE & DEVELOPMENT ASSISTANT SEARCH, Attn: Janice Shambor, Finance Manager, Mattatuck Museum, 63 Prospect Street, Waterbury, CT 06702 or via email to janice@mattmuseum.org.

Documents should be sent as attachments using Microsoft Word or PDF format and should not exceed five (5) megabytes. No phone calls please. Only those selected for an interview will be contacted. The Mattatuck Museum is an Equal Opportunity Employer. As such, we are interested in candidates who are committed to high standards of scholarship, performance and professionalism, as well as to the development of a climate that supports equality and diversity.