

The Valentine Employee Job Description

Position title: Development & Marketing Administrative Assistant¹

FLSA Status: Exempt²

Grant Funded Position: 100%

General responsibilities of Development & Marketing Administrative Assistant

The Development & Marketing Administrative Assistant is responsible for daily administrative activities in support of the Valentine's development programs, Capital Campaign and marketing initiatives. This position maintains donor records, acknowledges donations, maintains files (digital and hard copy), makes deposits and prepares correspondence regarding the organization and its programs. The person in this position will be responsible for scheduling and managing daily donor lunches for the museum Director and development team. Appointment scheduling and management of the institutional calendar are also key roles.

This role will be best served by a person with great attention to detail with proficiency in maintaining a well-organized and efficiently run office. The ability to take efficient notes and capture meeting minutes is essential. This position works closely with the Director, Director of Development, Director of Annual Giving & Donor Relations, Director of PR and Marketing, Deputy Director of Communications and Director of Finance and will gain exposure to all of the workings of the museum.

Position Supervisor(s): Director of Development

Itemization of key duties:

1. Manages daily gift receipts for annual and capital support, including bank deposits and credit card transactions and gifts for special events. This also includes gift entry, acknowledgements, annual and capital gift commitment forms and pledge reminders according to development and accounting standards.
2. Maintains central files on members, donors, prospects and other records. Works with Director of Development on overall management of prospect and donor records and files and file room.
3. Maintains the organization's constituency database for development purposes.
4. Enters requisitions and reconciles departmental budget each month.
5. With guidance from the Director and Director of Development, sends board correspondence and is responsible for board Meeting set-up, minutes and

¹ DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.

² FLSA stands for the Fair Labor Standards Act, which was enacted by Congress in 1938 and is under Federal Wage and Hour statutes. An exempt employee is not paid for overtime hours worked. There are three categories under which an employee may be considered exempt. They are administrative, executive, and professional. These categories generally define an exempt employee as one who customarily and regularly exercises discretion and independent judgment in the performance of his/her duties.

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- break down; sends committee meeting notices for department–related board committees,
6. Run monthly and cumulative reports and lists for supporting staff members as needed.
 7. Oversees daily lunch meetings for Director and development team.
 8. Scheduling for Director (special events, etc.) and development team.
 9. Fulfills donor stewardship mailings, including birthday cards, sympathy cards and other special acknowledgements.
 10. Fulfills auction item and comp pass requests.
 11. Updates email lists for marketing purposes.
 12. Entry of all new names and contact information into development database.
 13. Maintains department inventory of meeting and office supplies.
 14. Assists with mailings and special projects.
 15. Supports events and initiatives of the Development & Marketing teams, which will require availability to work some evenings and weekends.
 16. Updates internal online calendar with events – adds event and program listings to thevalentine.org with dates and descriptions provided by the communications and education teams.
 17. Updates external community online calendars with events – adds event and program listings to various community calendars including (but not exclusive to) Richmond Family Magazine, Style Weekly, and CultureWorks.
 18. Schedules social media posts using Facebook planner with graphics and photos supplied by the Director of PR & Marketing.

Summary of qualifications, education, or expertise for this position:

1. Bachelor's Degree or comparable experience preferred with 3-5 years of experience in office systems, preferably in a development office or related field.
2. Experience with Altru/Raiser's Edge preferred.
3. Strong organizational skills and attention to detail required.
4. Ability to work within a team structure to achieve goals and objectives.
5. Strong writing skills
6. Ability to manage multiple projects and tasks and meet deadlines.
7. Flexible hours when needed – some evenings and weekends.
8. Positive attitude and team player.

Physical Demands:

1. Ability to lift and transport boxes of printed and other materials occasionally. Often these boxes are heavy, but in most cases, a dolly is available.
2. Ability to stand/walk for extended periods during events.
3. Ability to review text and images of varying sizes, at various distances.