



VERO BEACH MUSEUM OF ART  
JOB POSTING

DEVELOPMENT ASSISTANT/DATABASE SPECIALIST

The Development Assistant/Database Specialist's primary responsibility is assisting with all levels of Museum membership and development, including extensive data management.

**Responsibilities:**

**Membership**

1. Initiate and process all member solicitations, renewals, and acknowledgements: renewals occur the first of each month, up to 3 renewals per member
2. Process all payments, run posts, prepare deposits; copy all checks, circulate with Acknowledgement Routing Form
3. Complete and process matching gift applications, process payments and acknowledgement letters
4. Print, fold and mail all membership cards and gift membership letters/cards
5. Process all requests for membership donations for community events, print and mail gift certificate
6. Order plaques for new and upgraded Chairman's Club and up members; re-alphabetize and clean plaque walls annually
7. Keep inventory of membership materials and supplies
8. Tote bags/umbrellas for Benefactor level and higher – order, print and distribute membership forms; log fulfillment into Altru
9. Produce member and donor lists for the *Quarterly* magazine and Annual Report
10. Ensure that all membership renewals and acknowledgments are completed in a timely fashion

**Development**

1. Implement all gift processing, coding, and acknowledgements for the department as outlined above: sponsorship, event leadership, stock gifts, memorials/tributes, campaign, endowment, donor wall, annual fund, etc.
2. Process payments for The Circle; merge/mail acknowledgements and welcome letters; forward contact info to Chair; maintain renewal spreadsheet; mail pledge reminders as necessary
3. Enter all pledges into Altru, including sponsorship, campaign, donor wall, etc.
4. Prepare all Museum bulk mailings, print labels
5. Develop, design and coordinate the monthly and special E-News to the membership; solicit articles from staff; manage email list within Altru and Constant Contact, including additions, deletions and edits
6. Maintain constituent records in Altru, including contact information, demographics, relationships, and smart fields; manage duplicates; general regular database clean-up
7. Coordinate Altru reporting and mailing lists for staff; assist/train Museum users as necessary to ensure integrity of data
8. Attend all exhibition opening receptions and fundraising events – assist with check-in, food prep, and clean up

**Administration**

1. Organize mailing schedule; schedule and manage mailing volunteers; prepare and print labels for all Museum mailings
2. Attend community events as needed
3. Manage the Museum's internal calendar
4. Attend staff meetings
5. Position may require evening and weekend hours
6. Maintain good working knowledge of the Museum's policies, procedures, educational practices and ideologies
7. Be knowledgeable of and practice the AAM Code of Ethics
8. Perform other duties deemed appropriate by the Director of Development and/or Executive Director

**Functional Relationships:**

**Reports** to the Director of Development/Associate Executive Director. **Works closely with** the Director of Development, Membership and Annual Giving Coordinator, Museum Events Manager, Volunteer Assistant, Major and Planned Giving Officer, and the public. This position is classified as Non-exempt.

**Qualifications:**

High School diploma with three (3) years of experience managing a membership data base, excellent computer skills (knowledge of Altru preferable); knowledge of professional office procedures and operation of office equipment; good communication and organizational skills; close attention to detail; ability to work with others in a fast paced environment

The Vero Beach Museum of Art is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, religion, age, handicap or national origin.

If you or anyone you know is interested in this position, please send cover letter and resume to Bonnie Wetherell at [bwetherell@verobeachmuseum.org](mailto:bwetherell@verobeachmuseum.org)