

# MUSEUM OF PHOTOGRAPHIC ARTS

*Becky Moores Center for Visual Learning*

Museum of Photographic Arts  
San Diego, California  
March 2017  
Development Assistant  
Status: Full-time, hourly, with benefits  
Salary: DOE

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## POSITION SUMMARY

The **Development Assistant** is responsible for coordinating entry- and mid-level memberships; plus helps curate donor/member experiences. Reporting to the Director of Development Operations (DoDO), this person maintains a presence and promotes memberships while building donor/member engagement opportunities for the Museum.

## DUTIES & RESPONSIBILITIES

### Development (90%)

- Collaborate with the development team to identify projected annual income and expenses.
- Assist to promote the annual development plan (including annual fund and membership appeal campaigns).
- Coordinate a portfolio of member/donor prospects and upgrades/solicits with face-to-face meetings in collaboration with other staff or senior leadership.
- Assist development team to help identify, plan and implement entry to mid –level events and activities focused around active members, donors and prospects (ex. Culture Treks).
- Help produce and track event timelines, tone, collateral design, and content with the development team.
- Assist with tracking event revenue and expenses.
- Coordinate registration and payment procedures for events.
- Assist in sponsorship & donation (including in-kind) requests for events by engaging local vendors and community groups.
- Nurture and cultivate event guests to ensure a positive museum experience.
- Work with DoDO in the development and production of development collateral materials. Drafts content for all new pieces; with final approval from DoDO.
- Handle organizational donation requests, answers questions, provides research, fulfills website requests, and manages any specific needs of members.
- Understand process for membership fulfillment, gift receipt and acknowledgement to ensure donors and members are receiving the appropriate benefits (such as discount information, newsletters, incentives, etc.) and work closely with the Database Specialist.
- Collaborate with Database Specialist to track and renew annual board dues.
- Work evenings around event time and works weekend events as necessary.

### Volunteer Program (10%)

- Supervises volunteers and development interns during scheduled activities (internal and external).
- Generates appropriate volunteering opportunities and role descriptions based on the needs of the organization.
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns; and ensuring they are appropriately matched and trained for a position.
- Raises staff awareness of the role and function of volunteers.
- Monitors, supports, motivate and accredits volunteers and their work.
- Celebrate volunteering by nominating volunteers for awards and organizing celebration events.
- Organizes profile-raising events to attract new volunteers.
- Maintains databases and undertaking any other administrative duties.

## Knowledge, Skills and Abilities

- Goal orientation with a high level of energy, enthusiasm and dedication to the mission and goals of the Institution
- Ability to effectively plan, focus, and execute to bring improvement to current ways of doing business
- Exceptional interpersonal skills with the ability and personality to work collaboratively, accept responsibility, and motivate colleagues, volunteers and donors
- Strong leadership, delegation, and teaming skills
- Sound judgment and integrity
- Willingness to try new approaches and take appropriate risks
- Personal energy and enthusiasm and the ability to energize and motivate others
- Focus on teamwork and customer service

## QUALIFICATIONS:

- BA degree; 1-3 years successful fundraising experience
- Strong written and verbal communications skills
- Demonstrated public speaking experience and outstanding presentation skills
- Strong time management skills and ability to work under tight deadlines
- Ability to work with diverse groups
- Strong consensus-building skills
- Experience in DonorPerfect (donor database) preferred
- Intermediate + proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher & Outlook)

The hourly salary range is \$13-\$16.00 depending on experience. To apply, please send your resume and a cover letter to [hudgins@mopa.org](mailto:hudgins@mopa.org). In the subject line of the email please state your name and the title of the job you are applying for. Please do not call on the status of your job application if you do not require accessibility assistance or an accommodation. This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

MOPA is an Equal Opportunity Employer

## Physical Requirements

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|---|---|
| <input checked="" type="checkbox"/> Sitting                 | <input checked="" type="checkbox"/> Grasping        |
| <input checked="" type="checkbox"/> Walking                 | <input checked="" type="checkbox"/> Traveling       |
| <input checked="" type="checkbox"/> Bending/stooping        | <input checked="" type="checkbox"/> Kneeling        |
| <input checked="" type="checkbox"/> Reaching outward        | <input checked="" type="checkbox"/> Pushing/pulling |
| <input checked="" type="checkbox"/> Squatting/crouching     | Usual amount <u>15</u> lbs ( <i>estimate</i> )      |
| <input checked="" type="checkbox"/> Manual dexterity        | Max amount <u>60</u> lbs ( <i>estimate</i> )        |
| <input type="checkbox"/> Crawling                           | <input checked="" type="checkbox"/> Lifting         |
| <input type="checkbox"/> Balancing                          | Usual amount <u>15</u> lbs ( <i>estimate</i> )      |
| <input checked="" type="checkbox"/> Standing                | Max amount 25 lbs ( <i>estimate</i> )               |
| <input checked="" type="checkbox"/> Driving                 | <input checked="" type="checkbox"/> Carrying        |
| <input type="checkbox"/> Climbing                           | Usual amount <u>10</u> lbs ( <i>estimate</i> )      |
| <input checked="" type="checkbox"/> Reaching Above Shoulder | Max amount <u>20</u> lbs ( <i>estimate</i> )        |