



The Cummer Museum of Art & Gardens Employment Opportunity – Advancement Administrative Assistant

The Cummer Museum of Art & Gardens seeks a **Part-time Temporary Advancement Administrative Assistant** to provide valuable administrative support to the Advancement team at the Cummer Museum of Arts & Gardens. As the Advancement Administrative Assistant, you will enhance the effectiveness of our fundraising, marketing and communications, data management, research, and membership efforts.

- Support the Museum’s mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect for individuals, commitment to our community, accountability, and ownership.
- Provide administrative support for the Chief Advancement Officer and general office support for the Advancement department.
- Work closely with Advancement colleagues to provide administrative support for functions including:
 - Acknowledgement of contributions,
 - Sponsorship and grants processes, including preparation of proposal packages and gift agreements, maintaining records, and tracking deadlines and status,
 - Production and mailing of membership renewals, appeals, and other correspondence,
 - Fundraising events and donor/member cultivation and stewardship events, and
 - Marketing and communications efforts.
- Utilize the Altru CRM database and shared computer drive to carry out duties including:
 - Maintain accurate foundation, corporation, and individual donor records,
 - Create and provide lists, queries, and reports, and
 - Input contact reports, management-related notes, and other information into the database.
- Answer, screen, direct telephone calls; take messages; respond to voicemails, emails, and inquiries.
- Other job duties as assigned.

Knowledge, skills and abilities:

- High School Diploma required, Associates degree preferred.
- Minimum of two (2) years prior experience in an administrative support role, administrative support in a development/advancement department preferred.
- Nonprofit experience preferred.

- High level of proficiency in the use of Microsoft Office programs, especially MS Word, MS Excel, MS Outlook, and MS PowerPoint.
- Proficiency with donor database software preferred; Knowledge of Altru software preferred.
- Prior experience using mail merge.
- Thorough knowledge of business writing with excellent spelling and grammar skills.
- Excellent skills in composing, formatting, and accurately typing, a variety of correspondence, reports, and other records using Microsoft Office Suite.
- Strong interpersonal skills and the ability to build relationships.
- Experience in a service or support position working with donors, members, or visitors required.
- Ability to maintain confidentiality in donor activities.
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion.
- Demonstrated ability to take initiative, solve problems, and set priorities.
- Schedule may include nights and weekends due to events.
- Must be a self-starter and able to work independently, but also comfortable in a team environment.

Working Conditions and Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Ability to perform the following physical tasks: sitting, standing, stooping, stretching, walking, bending, twisting, reaching, performing repetitive motions, climbing stairs, and carrying boxes.
- Must be able to lift to 15lbs at a time.
- Must be available 20 hours a week.
- Occasional evening or weekend hours may be required to support advancement events.
- Normal building and office environment- climate-controlled, shared workspace with moderate to low noise
- Frequently required to talk and hear
- Specific vision abilities include close vision, distance vision, and the ability to adjust focus

Why us?

- 403(b) retirement plan options for Part-Time employees
- Teledoc for Part-Time employees
- Emphasis on Diversity and Inclusion throughout our organization
- Early Access to exhibitions before public access
- Museum membership with North America Reciprocal Museum (NARM) access
- Discounts in café and shop
- Competitive compensation with opportunity for professional development
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

Salary Range: \$16.00- \$18.00/hourly

Qualified applicants send resume to: jobs@cummuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.