



CALIFORNIA
HISTORICAL
SOCIETY since 1871

Development Assistant (Part Time) Job Posting 4/21/17

The Position

Do you have a passion for history and enthusiasm for data? The California Historical Society invites applicants for the position of Development Assistant. As a key partner in our Strategic Initiatives Department, you will work closely with Executive and Administrative staff to provide skilled fundraising, administrative, database, and communications support.

Primary Responsibilities include:

1. Support CHS's fundraising efforts by building and maintaining donor files using Tessitura, and coordinating production and distribution of timely donor correspondence (including bulk mailings).
2. Conduct research to identify likely donor prospects for programs, initiatives and marketing campaigns.
3. Produce analyses and reports, and provide informed recommendations that contribute to departmental strategy and fundraising initiatives.
4. Provide friendly customer service over the phone to members, donors, and the public in order to intake and respond effectively to their inquiries and questions.
5. Proofread a variety of materials for typing, spelling, and grammatical errors.
6. Assist with donor cultivation and other events by participating in their planning and implementation.

Education/Experience Required

Bachelor's degree and minimum of two years of relevant professional experience. *Note:* additional relevant experience may substitute for a portion of the academic requirement; and additional academic fulfillment may substitute for up to one year of the professional experience requirement.

Knowledge, Abilities, and Skills

Required:

- Experience with Tessitura or another CRM system.

- Proficiency in Microsoft Word Excel, Outlook, and other data base and computer programs used in network environment; ideally in nonprofit membership and development offices, (and\or) sales and marketing departments.
- Excellent written and verbal communication skills including proficiency in English, and electronic communication (e.g. email, social media).
- Editing and proofreading skills.
- Strong interpersonal skills necessary to develop and maintain positive relationships with colleagues, members, funders, and the general public.
- Ability to work independently, exercise discretion and sound judgment.
- Ability to handle multiple priorities, meet deadlines and work calmly and capably in a changing, fluid environment.
- Ability to perform accurate, high-quality, and detailed work.
- Proven ability to work successfully in a multi-cultural, collaborative team environment.
- Demonstrated ability to handle sensitive and financial information responsibly, and to maintain confidentiality.

Desired:

- Experience with generating bulk mailings.
- Non-profit membership and development experience a plus; or relevant experience in a sales and marketing environment also helpful.
- Keen interest in history and heritage, in particular California history, a significant plus.

Things you should know:

- This is a non-exempt position, located in our headquarters location in the Yerba Buena Cultural District in San Francisco.
- 20 hours per week, including some evenings and/or week-ends

Please send a resume and cover letter to recruiting@calhist.org, and include the position title in the subject line. Thank you!

The California Historical Society is an Equal Opportunity Employer, committed to diversity among its staff. We fully comply with all applicable regulations pertaining to non-discrimination, including the San Francisco Administrative Code.