**Development Associate**

**REPORTS TO:** Director of Development

**STATUS:** Full-time, on-site

**POSTING DATE**: June 10, 2022

The Mark Twain House & Museum seeks a Development Associate to join our team in supporting all aspects of our fundraising operations; an excellent entry-level opportunity to learn nonprofit and historical organization functions. The Mark Twain House & Museum is the primary American museum dedicated to the life, legacy, and literary work of Samuel Clemens. From this house, Twain changed the way the world viewed Americans and the way Americans viewed themselves. It was here that he wrote his best-known books during the 17 years of his residence. The Museum typically sees 70,000 visitors in-person every year from all 50 states and 60 countries around the world. In 2020, the Museum created a strong online presence reaching an audience of 110,000 through its virtual house tour and online lectures with notable speakers and authors. The lectures alone have seen nearly 40,000 registrations during the last 30 months.

**Duties & Responsibilities:**

* Manage administrative tasks pertaining to the Development office, including correspondence, scheduling, communication, database management, gift and membership processing, and general office management
* Manage all aspects of membership, including renewals, new member drives, and communicating with members
* Oversee maintenance and organization of development and membership records and files
* Produce and edit development and membership materials and correspondence, including gift acknowledgements and membership packets
* Manage volunteer workers/interns
* Assist with planning and executing Development events, including facilities preparations and developing marketing materials
* Attend donor events as required and manage event registration
* Work with Finance department to process and deposit funds; maintain Development budget records and reconcile accounts with Finance department
* Communicate with trustees as needed
* Run queries, compile reports, create mailing lists, and perform mail merges for special events, appeals, and other donor-related mailings (physical and email)
* Prepare materials for distribution to Development Committee meetings, attend, and compile written minutes afterward; set up and host virtual Development meetings through meeting software
* Other duties as assigned

**Qualifications:**

* Bachelor's degree in a related field and/or nonprofit work experience preferred
* Proficient with Microsoft Office suite

**Requirements:**

* The successful candidate will be a positive team player who is highly organized, able to anticipate and solve needs/challenges, has a strong technical learning ability, can work independently, and has excellent written and verbal communication skills.
* A familiarity with ticketing/development software preferred, notably AudienceView, as is experience with email applications
* Occasional night, evening, and/or weekend work during special events
* A sense of humor, creativity, and a curiosity to learn and stay current on Development trends a plus

This position is on-site in Hartford, CT. Salary commensurate with experience. The Mark Twain House & Museum offers a benefits package including health insurance, retirement plan, and paid time off.

**To Apply:**

Send cover letter and resume to Sydney.Baker@MarkTwainHouse.org; include “Development Associate” in the subject line. It is the policy of the Mark Twain House & Museum to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.