

JOB ANNOUNCEMENT



Position Title: Development Assistant

Position Type: Full Time

Work Schedule: 35 hours/week; primarily in-person (with option for hybrid work following orientation period). Occasional evenings and weekends for special events.

Location: Dumbarton House, Georgetown, Washington, DC

Proposed Salary: \$50,000/year and benefits

Position Summary:

The NSCDA at its National Headquarters Dumbarton House seeks a Development Assistant who is a self-starter with a strong donor service mindset able to help effectively manage multiple priority projects and stakeholders. Reporting to the Director of Advancement and working closely with NSCDA staff and membership, the Development Assistant will play a key role in ensuring a high-quality donor experience and developing increased support for the NSCDA's mission of historic preservation, civic education, and patriotic service.

Principal Responsibilities:

- Manage gift processing and data entry and maintain accurate, updated donor profiles.
- Support the gift acknowledgement and stewardship process for donors and members.
- Prepare financial, donor contact, and other reports for staff and members.
- Respond to information requests and inquiries from members and donors and provide timely, courteous donor service.
- Prepare accurate research on prospective foundation, corporate, and individual donors.
- Assist with the drafting, editing, production, and coordination of appeals, acknowledgements, reports, proposals, stewardship campaigns and other donor and member communications.
- Collaborate with various teams to track deliverables and impact metrics for donor-supported projects.
- Assist in the planning and execution of special events and conferences.

Qualifications

Bachelor's degree or equivalent and prior experience (professional or volunteer) in a museum, cultural, historical, or nonprofit environment, with experience in a customer service or donor relations role preferred. An understanding of the structure and function of a lineage organization is desirable.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.
- High degree of discretion and judgment, with the ability to maintain privacy and confidentiality for the NSCDA's donors and members.
- Ability to organize information, prioritize tasks and projects, and pay close attention to details.

- Proficiency with the Microsoft Office software suite; experience with donor databases or constituent records management is a plus.
- Interest in fundraising, entrepreneurial mindset, and commitment to creating a positive donor experience for the NSCDA's supporters.



Application Instructions

To apply, please send a cover letter detailing your interest in the role, resume, one-writing sample, and three references to Megan Judt, Director of Advancement, at MeganJudt@nscda.org.