SAUDER VILLAGE - JOB DESCRIPTION

Job Position: Development Assistant/ Administrative Office Support
Reports to: Director of Development
Hours: Full Time Hourly

Primary Function
The Development Assistant helps manage donor gifts, supports development events, coordinates memberships by upholding membership records and communicate with Sauder Village members. Maintain office functions and procedures, respond to guest inquiries via phone and email, manage constituent database, and provide administrative support to all areas of the Sauder Village.

Essential Functions (Responsibilities) include the following. Other duties may be assigned.

1. Coordinate membership activities by: processing membership requests from individuals and companies, maintaining database records, sending membership cards, renewal letters according to prescribed schedule and monthly reporting.
2. Manage donor gifts, properly track and reconcile all donations.
3. Assistant with Development fundraising events and programs.
4. Manage constituent database and mailing lists by: updating contact information, maintaining contacts lists for e-newsletter, guestbook, and Current Threads newsletter, manage bulk mailings for special events and fundraising campaigns.
5. Administer office activities by: answering/managing incoming calls to Welcome Center; managing Sauder Village Info email account; oversee incoming and outgoing shipping; opening and distributing mail; ordering and stocking office supplies; maintain paper inventory; running copy projects for marketing, development, and other departments as requested.
6. Review and correspond to donation request.
7. Support the marketing department by preparing brochure mailings, stocking the media cabinet and brochure racks.
8. Provide exceptional guest experiences.
9. Communicate effectively with guests, team leaders, management and coworkers of all areas in Sauder Village.
10. Keep the safety of guests, staff, and self a priority.
11. Work as needed including some evenings, every other weekend during the Historic Village season and holidays.

Skills, Requirements, and Conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the above essential functions.

1. Proficient in Microsoft Excel and Microsoft Word.
2. Strong written and verbal communication skills.
3. Ability to manage multiple priorities.
4. Desire and ability to positively engage with guests and employees.
5. Maintain high level of confidentiality.
6. Attention to detail to ensure tasks are completed thoroughly and correctly.
7. Commitment to providing exceptional guest experiences.
8. Reliable, enthusiastic, and trustworthy team player.
9. Reflects and advocates for the mission, purpose, goals and values of Sauder Village.