



Jamestown-Yorktown Foundation

Employment Opportunity

VA250 Development Assistant (*Part-Time/Wage*)

We are seeking a qualified Development Assistant to support the VA250 Development team! This position will setup pledges and matching gifts in the donor database, process pledge invoices, generate and mail acknowledgement letters, update templates, maintain accurate constituent records, and perform reporting functions on fundraising activities and contacts. Other primary functions include providing support for donor cultivation and fundraising events and assist with general office support by copying, filing, mailing, and other related tasks.

What are the qualifications for this position?

- Demonstrated strong attention to detail
- Strong written, verbal, and interpersonal communication skills
- Ability to handle confidential and sensitive information with discretion
- Motivated self-starter able to work independently in the execution of their responsibilities while collaborating with other staff
- Must be adaptable to evolving job responsibilities
- Proficiency in Microsoft Office 365 suite
- Demonstrated experience with a fundraising CRM database
- Must be available to work some evenings outside of normal business hours
- Commitment to diversity, equity, and inclusion

Associate's or Bachelor's Degree preferred and/or 1-2 years of related experience, preferably in a non-profit organization.

What are the salary and benefits?

The salary for this position is **\$20-\$25** per hour.

Other benefits include:

- Complimentary admissions to reciprocal museums.
- American Alliance of Museums Membership.

How do I apply?

Please submit an application either online at <https://virginiajobs.peopleadmin.com/> or by contacting Human Resources at hr@jyf.virginia.gov for additional application options. Applicants only will be screened based on what is presented in the Commonwealth of Virginia employment application and related documents. We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements.

What is the Jamestown-Yorktown Foundation?

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides through its two history museums an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures.

What are the career advancement opportunities?

This position has the opportunity for promotional movement within the Foundation and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!

- Café discounts.
- Professional development opportunities.
- Opportunities to work in multiple departments through our Workforce Maximization program.