

JOB DESCRIPTION

HIGH DESERT MUSEUM

POSITION

JOB TITLE:	Development & AR Specialist	DIRECT SUPPORTS:	Director of Philanthropy, Accounting Manager
DEPARTMENT:	Development/Accounting	DIRECTLY SUPPORTS:	N/A
CLASSIFICATION:	Full-time, non-exempt	SALARY RANGE:	\$20/hour + DOE

JOB SUMMARY

The Development & AR Specialist is responsible for data entry in and maintenance of the museum’s donor database, processing receivables and daily deposits, and providing administrative support to the Museum’s development team with annual fundraising initiatives and capital campaigns.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

25%	<p>Donor database maintenance</p> <ul style="list-style-type: none"> • Update donor records and process gift entries • With direct support of the museum’s database manager, maintain database to include remedying duplicate entries, recording RSVPs and event data, cleaning and scrubbing data, etc. • Assist database manager with queries and extracting data
25%	<p>Accounts Receivable processing</p> <ul style="list-style-type: none"> • Responsible for accounts receivable processes • Process daily bank deposits • Create and process journal entries, bank transfers, donor record transactions • Serve as backup for accounts payable processing
45%	<p>Development team support</p> <ul style="list-style-type: none"> • Assist team members with the production and mailing of donor solicitation letters and gift acknowledgments • Support fundraising events with auction database and website maintenance, artist and juror communication, and payment management • Prepare and monitor pledge reminders for annual initiatives and capital campaigns • Provide support for museum constituents by managing hotel bookings with local corporate partners
5%	<p>Additional Duties</p> <ul style="list-style-type: none"> • Contribute to and support the Museum’s DEAI initiatives • Assist with museum-wide events, such as Free Days, fundraising gala, etc. • Other duties as assigned

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> • High school diploma or GED • College coursework in business or accounting • Bachelor’s degree in related field is preferred
EXPERIENCE	<ul style="list-style-type: none"> • Experience with accounting software, preferably with QuickBooks • Experience with client management systems or donor databases, preferably with Blackbaud non-profit solutions



- Cash handling and retail accounting or management experience
- Experience in supporting multiple members of a team by managing various administrative functions
- Experience in a fundraising environment or with donors is preferred

SKILLS/
ABILITIES

- Proficient in Microsoft Excel and Word, to include mail merge experience
- Outstanding oral and written communication skills
- Strong attention to detail, analytical skills, and a natural aptitude for working with financial data

PHYSICAL
ELEMENTS

- This position involves extended periods of seated or standing desk work
- Requires some evening and weekend work

EQUIPMENT
USE

- Frequent computer and phone use

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date