



Job Posting: Development Associate

Job Description:

The Development Associate will play an important role in the U.S. Capitol Historical Society's growth by implementing daily processes and procedures that ensure comprehensive records and recognition, stewardship, retention and engagement of USCHS's members and donors. Primary responsibilities include managing and maintaining an accurate donor database in quality reporting and analytics regarding our donors and members. Development Associate, in partnership with the Director of Development, will lead the stewardship process insuring timely and personalized communications are received by the donor. Working collaboratively with other database-users, they will develop and monitor the consistent implementation of system-wide policies and procedures for the U.S. Capitol Historical Society, ensuring data accuracy and reporting efficiency.

The Development Associate will be integral in the following:

- Working with the Director of Development, support and promote Corporate and Individual Giving programs through written, phone and electronic communication
- Assist fundraising committee members with prospect outreach
- Assist with Membership and Donor event logistics and management with support of USCHS staff

Reports to:

Director of Development

Key Duties and Expectations:

- Executes the donation process in the database – from entry to acknowledgement, including notifying Director of Development of contributions, producing and managing monthly membership schedules, including renewal notices and lapsed donor communication.
- Crafts, regularly updates, and customizes acknowledgement letters for donors in collaboration with Director of Development for CEO signature.
- Examines and cleanses current database records routinely to ensure data accuracy, including eliminating duplicate records and reconciling inconsistent data entry.

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- Establishes and regularly pulls standard reports and smart-queries for Development and Accounting departments.
- Provides mailing lists, standard reports, and financial reports as needed.
- Serves as the primary liaison for development accounts payable.
- Utilizes control/code table maintenance in the database, including managing appeals, funds, campaigns, and other system coding.
- Serves as departmental liaison to donor database software provider.
- Performs other duties as assigned.

Requirements:

- Strong organizational skills and attention to detail
- Responds promptly to all/any needs or inquiries; responds to requests for service and assistance
- Ability to work some nights and weekends as required for departmental and organization-wide events
- Assists in achieving department goals and objectives.
- Passion for civic education

Ideal Qualities:

- **Strong communicator.** You are a confident and creative problem solver with the ability to think critically and make informed recommendations for process improvement
- **Collaborative.** You value a collaborative and inclusive work environment. You respectfully listen to and learn from your peers.
- **Self-starter.** You are highly motivated and organized. You work well independently and easily juggle multiple, detail oriented projects and always meet deadlines.
- **Mission-driven.** You are excited to work on a team committed to promoting the history of the Capitol and Congress to members, donors and the general public

Compensation:

The Development Associate position offers an annual salary of \$37,000 to \$40,000 with a generous benefits package, including employer-paid health insurance, paid vacation, opportunities for professional development, and more.

TO APPLY, please submit your resume and cover letter to Director of Development Cherise Clark by email at cclark@USCHS.org with "Development Associate" in the subject line. **Applications are due by Noon EST on Friday, December 17, 2021.**

The United States Capitol Historical Society (USCHS), founded in 1962, is chartered by Congress to educate the public on the history and heritage of the U.S. Capitol, its institutions, and the people who have served therein. It is the only 501(c)3 non-profit educational organization dedicated to the history of both the building and Congress – the instrument by which the American people govern themselves.