



**Title:** Development Assistant

**Hours:** Full time; occasional weekend or evenings required.

**Compensation:** Competitive compensation commensurate with experience; generous benefits package

**Description:** Reporting to the Director of Development, the Development Assistant will provide general support to the museum's development and membership team. The position will provide the opportunity to gain valuable experience and learn many aspects about nonprofit development.

**Qualifications:**

- Bachelor's degree in business development, marketing, and/or fundraising preferred.
- 1-2 years of experience in a nonprofit environment
- Experience with database applications; Altru (Blackbaud) preferred
- Strong computer skills including Microsoft Word and Excel
- Highly detail-oriented and organized
- Ability to write mission-oriented copy to a variety of audiences
- Proofreading skills
- Professional demeanor and strong interpersonal skills
- Ability to handle sensitive and confidential information
- Must be fully vaccinated against COVID-19. Fully vaccinated is defined as at least two weeks after your final dose. Medical and religious exemptions will apply.

**Essential Duties:**

- Provide accurate and timely processing of gifts and acknowledgment letters
- Update and maintain the organization's donor database to ensure data integrity
- Assist the development staff with the planning and execution of fundraising events
- Assist with the preparation of routine fundraising communications, including print and digital appeals and list pulling for mailings and e-communications
- Assist with the preparation of grant proposals and reports
- Assist with Membership and Donor fulfillment
- Conduct preliminary research on prospective organizations and individuals as needed

The Independence Seaport Museum is an Equal Opportunity Employer that values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in our mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply:

Upload a brief cover letter and your resume to <https://phillyseaport.efficientapply.com/jobs/> . No phone calls.

Independence Seaport Museum allows visitors to discover Philadelphia's river of history and world of connections. For more information, please visit [www.phillyseaport.org](http://www.phillyseaport.org).

We are located on Penn's Landing at 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking and is ADA accessible.