Job Title: Development Associate
Job Category: Part Time 15 hours
Department/Group: Administration
Location: 34 Main St. Hingham MA 02043
Travel Required: None
Level/Salary Range: Hourly/$20
Position Type: Non-Exempt
HR Contact: Executive Director
Date Posted: 2/15/2020
Posting Expires: When filled
Will Train Applicant(s): Yes

Applications Accepted By:

PLEASE SEND COVER EMAIL AND RESUME:
careers@hinghamhistorical.org
Subject Line: Application: Development Associate

Mailing Address of the Hingham Historical Society:
P.O Box 434
Hingham MA 02043

Job Description
As Development Associate at the Hingham Historical Society, you will be an important part of a small and nimble team. As the resident database expert, you will assist staff in all aspects of customer relationship management and strategy development. You will also work closely with the Executive Director, supporting her work with donors and directors.

Specific Responsibilities include:

Database Management and Record Maintenance:

- Develop expertise in using PastPerfect customer relationship management database to accurately and efficiently enter and track data and build and circulate reports.
- Process both membership and charitable gifts by inputting data into PastPerfect and maintaining organized paper records.
- Acknowledge all memberships and donations in a timely, accurate manner.
- Work with Executive Director, Assistant Director, Development Manager and Board President to create and circulate timely, comprehensive reports for staff, the Board of Directors and committees as appropriate.
- Make weekly bank deposits and keep an accurate record of finances.
- Meet regularly with Bookkeeper to reconcile PastPerfect with QuickBooks and bank statements
- Provide exceptional customer service to members, donors, and volunteers.

Office Management:

- Answer general Society phone and info@ email on a regular basis as well as your own phone and email lines. Answer doors efficiently and professionally.
- Assist with print mailings as necessary.
Hingham Historical Society

- Maintain an organized, efficient office through regular review and ordering of office supplies, and interfacing with vendors as necessary to keep office equipment operational.
- Assist Executive Director with preparation and set up for weekly and monthly meetings.
- Work with maintenance to ensure tidiness of public spaces of the Society, including exhibit spaces, museum kitchen, restrooms, and Old Ordinary Annex. Interface with buildings and grounds vendors as necessary.
- Perform other duties as assigned by the Executive Director.

Qualifications

- Bachelor's degree and at least one year of administrative experience
- Database management experience
- Proven commitment to accuracy and efficiency
- Computer experience (Microsoft Office, Google Drive, Social Media)
- Highly organized, dependable, and detail oriented with strong time management skills
- Excellent customer relations skills
- Can-do, positive attitude, compatible with small, fast-paced, non-profit team
- Due to the sensitive nature of donor and member data, confidentiality and discretion required.
- Appreciation for the town of Hingham and Hingham History a plus.
- Occasional nights and weekend commitment. Advance notice provided.