



IMMEDIATE JOB OPENING

Job Title: Membership/Development Administrative Assistant
Institution: Haggin Museum, Stockton, CA
Reports To: Director of Development/Deputy Director
Classification: Full time, with benefits (Hourly, Non-Exempt)
Salary Range: \$27-29,000/year (40 hour work week)

Haggin Museum – Organization Description

The Haggin Museum opened in 1931 and is accredited by the American Alliance of Museums. Its core collections revolve around the fine arts and regional history. The Museum's mission is to inspire present and future generations to appreciate the fine arts and regional history by engaging visitors' creative, social, and learning interests through exhibitions, programs, and events. For additional information about the museum, please see our website at www.hagginmuseum.org.

Job Summary – Membership/Development Administrative Assistant

The Membership/Development Administrative Assistant is an integral part of the Haggin Museum's membership experience. This position is responsible for processing, acknowledging and coordinating the museum's donations and memberships. This is a full-time position with benefits.

Responsibilities

- Process and manage the museum's memberships and other monetary gifts including sending monthly membership renewal notices and acknowledgements;
- Work with the membership database inputting gifts and providing customer service to members;
- Attend and promote museum membership at both museum functions and off-site events (evenings and weekends);
- Provide administrative support to the Development & Finance Departments for membership and other donations;
- Work with other museum departments to enhance the Haggin Museum's overall visitor experience;
- Perform other tasks and duties as assigned.

Ideal Candidate Characteristics

Desirable candidates for this position will possess a combination of the following:

- Strong computer and database skills, preferably with Blackbaud or similar fundraising software;
- Strong organizational skills with careful attention to detail;
- Proficiency in Microsoft Word and Excel software;
- Effectiveness in working both as part of a professional team and independently;
- Ability to deal effectively with museum staff and volunteers, as well as the public, media, and vendors;
- Meet established deadlines while handling concurrent tasks;
- Ability to execute projects and problem solve;
- Experience working in nonprofit or donor relations;

Minimum Qualifications

Education: B.A./B.S. degree or related experience

Minimum Experience: Candidates for this position should have professional administrative experience including: computer proficiency, strong organizational and interpersonal skills, and ability to effectively deal with the general public, donors and volunteers..

Application

Interested candidates should send a cover letter, resume and professional references to HagginMuseumJobs@gmail.com or 1201 N. Pershing Avenue, Stockton, CA 95203. We are looking to fill this position with the right candidate immediately. No calls, please.

The Haggin Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.