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[www.RailwayVillage.org](http://www.RailwayVillage.org)

## Development Assistant Position Description

**Position Summary:** The Development Assistant will perform administrative duties and support the organization in the areas of cultivation and stewardship of donors, annual appeal, membership and fundraising events.

**Reports to:** The Development Assistant reports to the Executive Director

### Primary Responsibilities:

- Maintain foundation, corporation and individual donor files. Continually update and correct database records.
- Manages the administration of the Museum's membership program including renewal reminders and member card processing.
- Manages the administration of the Museum's corporate sponsorship program including data entry and tracking of deliverables.
- Supports the ED in gift solicitation: produces reports, schedules meetings and appointments, conducts prospect research, and helps prepare for donor meetings.
- Processes donations and prepares acknowledgement letters and other correspondence.
- Creates queries and reports from donor management system as needed.
- Conducts preliminary research on prospective corporate, foundation and individual donors.
- Coordinates production and mailing of appeal letters.
- Assist Executive Director with the planning and execution of special events as assigned.

### Key Qualifications:

Excellent oral and written communication skills are a must as is a willingness to be creative and to work as a key member of a small organization.

A high school diploma is required. 1-3 years of experience in a development office is ideal.

Familiarity with Word, Excel, and PowerPoint is essential; familiarity with eTapestry or other Blackbaud donor management products preferred.

This is a non-exempt, hourly paid position and not eligible for benefits. Position is part-time, year-round, averaging 16 hours per week. Occasional weekend and evening work required.

To apply, please send a cover letter, resume, and contact information for three references to [staff@railwayvillage.org](mailto:staff@railwayvillage.org) or mail to P.O. Box 123, Boothbay, ME 04537. Applications will be reviewed on a rolling basis until we fill the position.