



**AVAILABLE POSITION:** DEVELOPMENT ASSISTANT

**DATE:** JANUARY 24, 2018

**CLASSIFICATION:** FULL-TIME

### **ORGANIZATION SUMMARY**

The Trust for the National Mall (TNM) stewards private support to design and deliver modern and resilient solutions that will preserve the historic grounds and transform the visitor experience on the National Mall. With 36 million annual visits, the National Mall is one of the most visited parks in the world. In partnership with the National Park Service, we have invested more than \$22 million in private support and helped advocate for an additional \$130 million in Federal Funds.

The National Mall carries the single biggest deferred maintenance figure of any park in the National Park system. Recognizing that Congress has not adequately supported the needed maintenance and improvements to our beloved national treasure over the past forty years, the Trust has embarked on an unprecedented partnership with the National Park Service to raise the necessary funds to accelerate activity in completing critical projects.

### **POSITION SUMMARY**

The Development Assistant is responsible for all administrative aspects of development, fundraising and event related activities, concentrating on the Trust's project fundraising and including key event support. The Assistant has an active role in the day-to-day operations of the Trust's fundraising efforts. A successful development assistant will be able to work effectively and accurately with limited oversight and perform well as a member of a team.

### **CORE RESPONSIBILITIES INCLUDE:**

- **"A Gift to the Nation" Administrative Role** – Support all administrative needs of the Trust's "A Gift to the Nation" fundraising, inclusive of all of the Trust's project fundraising such as the Lockkeeper's House, USPP Horse Stables, Cherry Tree Endowment Fund, and more. This includes but is not limited to preparing reports on donor history and prospects, coordinating solicitations for these projects, researching prospects, scheduling staff meetings, and more.
- **Generate tax receipts and invoices** – As a key daily function, check the mail for income and generate all related tax receipts and acknowledgments, while updating the language on a regular basis. Take lead on generating invoices for pledged donations as requested by gift officers.
- **Event Support** – Support the Trust in the execution of our annual Ball for the Mall, various Women's Leadership Committee events, and more. This includes but is not limited to coordinating invitations, communications with donors for RSVPs, and preparing and distributing event collateral.
- **Research** – Support research on foundation efforts and other donor prospect identification, including drafting briefings for the President & CEO, Chairman of the Board, and volunteer solicitors as needed.
- **Maintain Donor Records** – Support record maintenance for individuals, contacts at organizations and their meetings/activities with the Trust. Work with the CRM Coordinator on any new uploads of information for database records and additions of new contacts and prospects.

- **Develop and Maintain Collateral & Correspondence** – Develop and maintain all Trust collateral as it relates to corporate sponsorship, corporate recognition, proposals and supporting documents. Draft correspondence for corporate outreach and solicitations (from Trust and Corporate Volunteers) as well as regular communication with volunteers, Corporate & Women’s Leadership Committee, and additional donors.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- College degree and preferred one to two years of experience in an administrative/office position, preferably in non-profit development office or political environment.
- Proficiency in, Microsoft Word, Excel and PowerPoint. Database management experience preferred, Salesforce knowledge a plus.
- Excellent verbal and written communications skills.
- Enthusiasm and dedication to teamwork.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal skills.

**HOW TO APPLY**

The Trust offers a competitive compensation and benefits package plus a positive work environment, which encourages personal growth and achievement. Please visit our website at [www.nationalmall.org](http://www.nationalmall.org) for more information about the Trust.

Please send a cover letter, resume and writing sample to [information@nationalmall.org](mailto:information@nationalmall.org) with “Development Assistant\_ Your Name” in the subject line. Please submit all materials in one document in PDF format if possible. No phone calls please.