CMOM Job Post

POSITION: Development Assistant
EXEMPT STATUS: Non-exempt
REPORTS TO: Assistant Director, Research and Analytics
LOCATION: 212 West 83rd Street, New York, NY 10024
WEBSITE: www.CMOM.org

ABOUT THE CHILDREN’S MUSEUM

The Children’s Museum of Manhattan helps children and families thrive at home, at school, and in the community. Our offerings embrace the intersection of the arts, sciences, and humanities and include exhibitions, classes, workshops, performances, and festivals.

Our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children’s development. The Museum’s special areas of focus include early childhood education, creativity, health, and world cultures.

Founded in 1973 by parents as a grassroots neighborhood organization, the Children’s Museum flourished. Today it is a beloved citywide resource for children, family, and educators as well as a popular destination for visitors from around the world. Each year approximately 350,000 people visit our 38,000 square-foot learning facility on Manhattan’s Upper West Side. Hundreds of thousands more benefit from the Museum’s outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals; its touring exhibitions; and its online tools and curricula.

ABOUT THE POSITION

The Children’s Museum of Manhattan (CMOM) seeks a Development Assistant to be a key member of a high-performing fundraising team dedicated to advancing the Museum’s mission and key priorities. The Development Assistant will report to the Assistant Director of Research and Analytics and work in partnership with the Director of Development (DoD) and Chief Advancement Officer (CAO). The Development Assistant will work closely with a team of fundraisers in all key areas and will collaborate across departments.

RESPONSIBILITIES (include, but are not limited to)

Development and Fundraising Support

- Oversee the meeting calendar, coordinate materials, and assist with the preparation of presentations for all development related meetings, including Board meetings.
- Ensure all development professionals are properly staffed.
- Communicate in a professional and customer service-oriented manner to CMOM members and visitors.
• Liaise with other departments/offices and individuals, as necessary.
• Attend periodic events outside of work hours.
• Other duties as assigned.

Data Records and Finance
• Responsible for all Raiser’s Edge database entry, including gifts, fundraising actions, meeting notes, and revenue reporting.
• Collaborate with the Finance team to ensure the accuracy of all financial tracking documents and reconciliation related to fundraising and membership.
• Manage all financial record-keeping, purchasing, and reimbursements for the Development team.

Writing
• Prepare personalized acknowledgment letters and correspondence on behalf of Development team, Board leadership, and CMOM leadership as directed.
• Collaborate with Development team to prepare reports as necessary.
• Other duties as assigned.

QUALIFICATIONS
• The spirit of CMOM is collaborative, creative, and entrepreneurial. The ideal candidate has a track record of effectively providing essential support to a multi-person team.
• Ability to uphold fundraising ethics and respect confidentiality of donor information.
• Superior organizational skills are required.
• Strong attention to detail and accuracy, including expert-level proofreading and editing skills.
• Demonstrated computer skills, particularly with relational/CRM databases and all programs within Microsoft Office—knowledge of Raiser’s Edge and/or Acme a plus.
• Excellent oral and written communication skills. Customer service experience is a plus.
• Ability to work collaboratively as part of a highly motivated team within a fast-paced environment.
• Ability to uphold CMOM’s mission and goals.
• Interest in fundraising/nonprofits is a plus.
• Previous office/admin experience required.

COMPENSATION
Compensation will be commensurate with experience. Comprehensive benefits package. Please provide salary requirements with your application.

TO APPLY
Send cover letter and resume to admin@cmom.org.

The Children’s Museum of Manhattan is an Equal Opportunity Employer. Background checks will be completed on all employees.