Job Description

Development Associate
Full-Time/Exempt
Reports to: Chief Development Officer
Date: 10/29/26

SUMMARY OF POSITION

The Development Associate reports to the Chief Development Officer and serves as an integral member of the Development Team. This position is responsible for updating and managing the donor database, gift processing and donor acknowledgements, reports, prospect research, reconciliation of gifts and providing related administrative support functions for the Children's Museum Houston and our sister museum. This position will assist in all aspects of fundraising including individual annual campaigns and major gifts from corporations and foundations, including fundraising events. This position requires a high level of independent thinking and an ability to thrive in a fast-paced environment. The ability to manage multiple projects and determine priorities, approach tasks proactively, a high functioning attention to detail, and flexibility are required. Excellent writing, proofreading and verbal communication skills are also essential for success in the position.

MAJOR DUTIES AND RESPONSIBILITIES

1. Maintains all Development Department (individual, corporate, foundation and fundraising) files and mailing lists; assure accurate and current records are maintained in database; process all gifts and prepare donor acknowledgements
2. Maintain the overall database integrity including data input, data improvement, data auditing and other database functions
3. Gives direct assistance to the Chief Development Officer as requested. Performs research on prospective donors using all resources available to the Museum, including identification of prospects and list management
4. Drafts and types correspondence, proofread materials, organize and maintain files, prepare for meetings
5. Support operational needs of annual fund, capital campaign, endowment and various campaigns
6. Provides support to all Development Department Committee meetings including overseeing the meeting notices, preparing information packets for the Committee members, taking minutes at the meetings and distributing the minutes following each meeting
7. Assists the Fundraising Events Manager by providing administrative support with all fundraising events (some evening hours required); responsible for purchasing many of the event supplies; assistance with organization of the silent auction for the annual gala including solicitation of auction items
8. Updates Donor Wall of contributors in Museum lobby as well as other signage (retrieving giving histories of all donors to ensure accuracy; contacting donors to ensure accuracy of preferred donor listing) and donor signage throughout the Museum
9. Maintains stewardship plan for donors and ensures all benefits have been provided.

10. Provides appropriate documentation and summary of contributions for the audit and Annual Report
11. Manage incoming donation requests including evaluation, fulfillment, tracking, documentation and distribution
12. Serves as liaison with other departments regarding Development issues and coordinate special activities and projects as needed

Please note that duties in addition to the ones you have listed above may be assigned.

EDUCATION REQUIRED

College degree required

EXPERIENCE REQUIRED

2+ years experience in a non-profit development role, fundraising experience

SKILLS REQUIRED

- Strong project management skills, self-motivated, and detail-oriented
- Ability to effectively manage multiple projects and meet deadlines
- Ability to work both as a team player and independently
- Strong writing and proofreading skills
- Excellent verbal, written and interpersonal communication skills
- Strong planning, administrative and organizational skills
- Proven ability to work with diverse groups of individuals
- Proficient in Microsoft Office Suite
- Canva and Monday.com experience a plus
- Some nights and weekends required

WORK AND TRAVEL CONDITIONS

Ability to carry and/or lift less than 20 pounds. Work is normally performed in a typical interior work environment. Applicants must also be able to drive to and from events mostly in the Houston metro area and Fort Bend County.

COMPENSATION AND BENEFITS:

In addition to a competitive salary range of $55,000 - $60,000, Children's Museum Houston provides a comprehensive benefits package.

To Apply

Visit **https://www.cmhouston.org/careers-and-internships**