Georgetown Heritage – Development Assistant

Georgetown Heritage is seeking an experienced and energetic fundraising professional to serve as its development assistant. As an official Philanthropic Partner of the National Park Service (NPS), Georgetown Heritage is working to preserve, revitalize, and interpret NPS assets in the Georgetown neighborhood into inviting, inspiring and inclusive destinations. In partnership with NPS, Georgetown Business Improvement District (BID) and the District of Columbia, Georgetown Heritage is actively working to enrich the visitor experience along a one-mile section of the Chesapeake and Ohio Canal National Historical Park and one-third-mile segment of Rock Creek Park within Georgetown. To complete the proposed project enhancements, will require both public and private resources. The development assistant will work on Georgetown Heritage’s annual fundraising program.

Position Summary

The Development Assistant is responsible for assisting in all of Georgetown Heritage's fundraising and donor relationship activities. Working with the Board of Directors, the position will prepare reports, engage with potential donors, track contribution using Salesforce software, prepare and manage mailing lists, assist with event planning, assist with external client event program, assist with volunteer programs, ensure timely acknowledgement of contributions, track revenue and expenditures, and assist with social media activities and updates. This is a full-time position with occasional evening and weekend work required.

Duties and Responsibilities

- Support staff and Board in implementation of fundraising plan (including large donors, foundations, and small donors) to support the short- and long-term philanthropic needs of the organization.

- Manage Donor Database in Salesforce to ensure that accurate and thorough records are maintained in the database, including contact reports, giving history, biographical data, etc.

- Manage all aspects of donor recognition program

- Provide logistical support for events and meetings

- Assist in developing and managing external client boat charters and events

- Assist in soliciting grants

- Perform prospect research

- Support Director of Public Programs and Partnerships and Project Manager with scheduling needs and other administrative tasks

- Support the organization with other duties as assigned to advance the understanding, cause, mission and the support of Georgetown Heritage.
• Assist with Social Media management
• Website maintenance and updates
• This position may supervise interns

This position has growth potential into leadership roles in fundraising or communications as the organization grows.

The successful applicant will have the following qualifications:

• At least 2 years of experience and success in fundraising and development.
• Excellent verbal and written communications skills used with a variety of constituencies.
• Computer skills, particularly in word processing and record-keeping (Microsoft Word and Excel), fundraising software Salesforce and familiar with internet communication and search tools. Adobe Creative Suite a plus.
• Have helped coordinate fund-raising activities.
• Experience working with major donors.
• Bachelor’s degree required
• Be able to take initiative and work independently, with attention to detail and ability to work autonomously in a deadline-driven environment.
• Be able to think creatively about opportunities to raise funds, manage competing priorities, and work well with colleagues.
• Demonstrate a commitment to Georgetown Heritage’s mission and priorities, such as conservation, historic preservation and interpretation of National Park Service assets in Georgetown.

Salary & Benefits

$45,000 - $55,000 based upon experience plus benefits package.

How to Apply

Please email a letter of intent, your resume, and three references to jobs@georgetownheritage.org. No phone calls please.

Georgetown Heritage provides equal employment opportunities (EEO) without regard to race, color, religion, sex, national origin, age, non-job-related disability, veteran status, genetic information or other protected group status. In so doing, we are committed to ensuring that all employees and applicants for employment are afforded an equal opportunity to pursue job opportunities to the fullest extent possible with the organization. Decisions on employment, promotions, and opportunities for personal development, compensation and benefits reflect our commitment to furthering the principles of Georgetown Heritage’s equal employment opportunity policy.