

### **About the Organization:**

The mission of the Corporation for Jefferson's Poplar Forest is to preserve, inspire, and tell the emerging story of Thomas Jefferson's Poplar Forest home. Located outside of Lynchburg, VA, Poplar Forest is a National Historic Landmark and is an exciting opportunity to experience the award-winning rescue, archeological exploration and restoration of one of America's most important national landmarks. As Poplar Forest is now marking the 40th anniversary of its rescue of Jefferson's remarkable home, it is preparing to launch a campaign determined to strengthen its financial stability and leverage its accomplishments to achieve a new level of visibility and impact as a public historic site.

### **Position Description:**

Thomas Jefferson's Poplar Forest is seeking a highly motivated development professional to join the team as a Development Assistant. This individual will be experienced in handling a broad range of administrative and development tasks and must be extremely detailed oriented. The Development Assistant will report to the Director of Development, expand the impact of and provide support to Poplar Forest's development team, and will play a key supporting role in the campaign. This is a part time position with the potential to expand for the right candidate.

### **RESPONSIBILITIES:**

- Record mailed and online contributions in Bloomerang daily and prepare deposit slips.
- Take daily contribution deposits and Museum Shop deposits to the bank.
- Submit copies of deposit slips, bank deposit verification slips, and Gift Detail Reports to the Finance Department daily.
- Maintain accurate and updated donor data; including data entry of visitor and event participants in coordination with the Interpretation Department.
- Maintain membership data, including general memberships and Friends of the Parkway. Ensure the Museum Shop has updated information.
- Prepare and mail acknowledgment letters in a timely manner working with the President & CEO and Director of Development to customize and sign letters.
- Assist with general administrative duties to all development personnel.
- Prepare mailing lists and coordinate mailing for appeals, newsletters, special events, etc.
- Prepare and send pledge reminders.
- Prepare and produce statistical data for annual fund and campaign reports.
- Work in close conjunction with Annual Fund & Campaign Manager, Director of Development, and campaign counsel to:
  - Prepare solicitor kit materials
  - Track all pledges and maintain contributors lists and other supporting documents

- Coordinate timely dissemination of thank you letters as gifts/pledges are received
- Ensure prompt distribution of gift receipts and pledge invoices
- Work with the Finance Department to prepare month-end and year-end reports.
- Monitor development supplies for mailings and correspondence.
- Attend, record and transcribe minutes from Development Committee meetings.
- Assist, as needed, with special events at Poplar Forest and other special fund-raising projects.
- Other duties as assigned.

**HOW TO APPLY:**

If interested, please send a letter of application and resume of previous experience to Renee Flowers at [renee@poplarforest.org](mailto:renee@poplarforest.org). No phone calls, please.

**Job Type: Part-time**

**Range: \$14 - \$16 per hour**

- 401(k)
- 401(k) matching
- Employee discount in Museum Shop
- Flexible schedule
- Paid time off
- Sick Leave
- Holiday time off
- Day shift
- Monday to Friday
- Fundraising: 3 years (Preferred)
- Donor database system: 1 year (Preferred)
- One location

**Job Type: Part-time**

**Pay: \$14.00 - \$16.00 per hour**

**Expected hours: 25 – 30 per week**

**Benefits:**

- 401(k)

- **401(k) matching**
- **Employee discount**
- **Flexible schedule**

**Schedule:**

- **Monday to Friday**

**Work Location: In person**