PLIMOTH PLANTATION JOB DESCRIPTION

Title: Development Analyst
Position: Full-time/Year-round
Reports to: Associate Director of Development
FLSA Status: Non-Exempt
Supervises: None

SUMMARY
This is an opportunity to work at one of the country's most prestigious history museums. Operating on a remarkable property overlooking Cape Cod Bay, Plimoth Patuxet brings the story of the United States’ early foundation to life for hundreds of thousands of visitors each year since its founding in 1947.

The Development Analyst (DA) will play an integral role in Plimoth Patuxet Museum’s fundraising efforts. Reporting to the Associate Director of Development (ADOD), the DA will join the Museum at an exciting time in its history. The DA will be responsible for administering Development software and systems; drafting revenue reports to measure and improve the Development department’s efficiency, quality and performance; creating donor dossiers for improved stewardship and segmented lists for targeted mailings.

MAJOR RESPONSIBILITIES
- Work with ADOD and Finance on monthly and annual reconciliation of contributed revenue.
- Provide weekly and monthly Development revenue reports, tracking progress on annual goals and fund performance.
- Work with and extract data from all systems (programs, ticketing, retail) and integrate the data into Raiser’s Edge (development software).
- Run quarterly data base cleaning procedures, ensuring more effective and tailored communication with Museum members, donors, and patrons.
- Oversee and draft the most effective methods of gathering, managing and analyzing data to fully support fundraising efforts.
- Serve as point person for all Development solicitation and cultivation donor lists.
- Administer and manage research on database.
- Work with ADOD and Major Gifts Officer to research, produce, and manage donor profiles.
- Attend meetings and Museum programs and events as requested by ADOD.
- Serve as a brand ambassador for the Museum; participate in the Museum’s community and champion the Museum’s mission and programs.
- Other duties as assigned.

This outline description focuses on the primary duties of the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position. Management reserves the right to revise this job description from time to time as needed.

EDUCATION, SKILLS and REQUIREMENTS
• 2+ years of experience in a nonprofit Development office.
• Superb computer skills; experience with the Microsoft Office suite and a fundraising database required (preferably Blackbaud/Raiser’s Edge).
• BA or BS preferred but will consider equivalent experience.
• Superb analytical skills are essential.
• Adept at working with spreadsheets, reports. Must be a numbers person who values accuracy.
• Effective interpersonal/relationship-building skills. Some experience working with diverse groups of people from different cultural and social backgrounds is helpful.
• Ability to solve practical problems, to establish priorities, and to accomplish tasks in order of importance. At ease with working to meet tight deadlines.
• Flexible; easily adapts to changing priorities and in a highly collaborative and busy team environment. A professional and resourceful style; the ability to work both independently and as a team player, to take initiative, and to manage multiple projects at a time.
• Passion for cultural/educational nonprofits.
• Patience, imperturbability and a sense of humor are a plus.
• Schedule is Monday-Friday 9:00-5:00 with a one-hour unpaid lunch break. The Museum is open 7 days a week so it’s helpful if you have a flexible enough schedule to work occasional evenings, or weekends and holidays if needed.

PHYSICAL REQUIREMENTS
The physical demands outlined here are representative of those that must be met by an employee to perform successfully the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Work sitting, standing, kneeling, or bent over, sometimes for extended periods of time.
• Should be capable of lifting and moving objects up to 20 pounds.

CORE COMMITMENT
Whether part-time or full-time, year-round or seasonal, all staff and volunteers at Plimoth Plantation advance the Museum’s educational mission and strategic goals. They uphold the Museum’s core values and principles in their work and in all of their interactions with the public and with coworkers. This commitment helps to ensure that Plimoth’s reputation for excellence is maintained and that, as stewards of the Museum, we are helping to create a relevant and sustainable future for Plimoth Plantation. The core principles that guide us in our work are:
• Safety and Comfort
• Compassionate Customer Engagement
• Professional Excellence
• Personal Accountability
• Advance a Culture of Philanthropy
• Teamwork
EEO STATEMENT

Plimoth is an equal opportunity employer. We value diversity and are committed to creating a welcoming and inclusive environment for all employees.