



## Development and Data Associate Job Description

The Development and Data Associate works as a key team member to track, administer, and evaluate Vermont Humanities' development and program efforts. The associate serves as team lead/project manager for some projects and also works in collaboration with team members to maintain and grow data integrity and accessibility. The person in this position participates in development activities in support of our public humanities programs including gift processing, data collection, grant research, writing, and reporting, program underwriting, and supporting fundraising meetings and events as requested. This position reports to the Director of Development and is responsible for the tasks delineated here and other duties as assigned.

**The successful candidate can negotiate for a flexible work schedule of between 32-40 hours per week. The position is based in our home office in Montpelier. Candidates will work in the office at least two days per week when Covid protocols allow. This staff person may also work at home and in the community.**

Vermont Humanities is committed to creating an inclusive workplace that promotes and values diversity. We strive to be diverse in age, gender identity and expression, race, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to build and maintain an organization where everyone can do their best work. We believe that people of color, people from working class backgrounds, women, people with disabilities, and LGBTQ+ people must be centered in the work we do. We strongly encourage applications from people with lived experience in these communities or from other marginalized backgrounds.

### Job Duties

#### *Development*

- Manage grant application and reporting timelines.
- Administer and oversee donor records.
- Produce contact lists for fundraising appeals and publications.
- Assist the Director of Development.

#### *Data Management*

- Ensure development and program data is entered regularly and accurately.
- Run reports for grant proposals and donors, NEH and State reporting, annual report & audit.
- Train and support other staff on database software and troubleshooting.
- Act as liaison with database software vendor.
- Coordinate database software updates and maintenance.
- Research new integrations with CRM and database software and services.

### *Financial*

- Process donor gifts and program fee payments.
- Invoice event underwriters and presenting partners.
- Reconcile income with the financial team.

### *Additional Responsibilities*

- Support the development and implementation of the diversity, equity, inclusion, and access goals of the organization through continuous learning, improvement, and accountability measures.
- Represent the organization and its interests to stakeholders at outside events and conferences as requested.
- Attend Vermont Humanities programs as needed.
- Other duties as assigned.

### **Key Skills**

- Demonstrate proficiency with Microsoft Office 365 and Customer Relationship Management systems.
- Demonstrate practical knowledge of donor management and accounts receivable procedures.
- Continually prioritize and undertake the multiple, diverse activities of data management, solution implementation, and evaluation, adhering to workflow timelines.
- Assess data platform and workflow effectiveness, identifying and analyzing potential issues.
- Maintain competency in meeting diversity, equity, inclusion, and access goals in administrative processes.
- Respond to routine and special assignments with flexibility and a willingness to meet project goals and organizational needs.
- Work effectively as a team leader, as well as a member of a team in a collaborative environment.
- Display creative problem-solving for greater organizational data management and accessibility.
- Serve as an effective public voice for our mission, vision, and programs.
- Display exceptional organizational skills and attention to detail.
- Employ effective written and oral communication skills.

### **Qualifications**

- Patient, kind, optimistic, and big-hearted. A sense of humor is a must.
- Bachelor's degree or equivalent lived experience required.
- Relevant experience in CRM data management and donation processing.
- Donor and stakeholder development and fundraising experience is preferred.
- Excellent organizational, writing, and speaking skills required; experience in grant proposal writing desirable.
- Ability to work both collaboratively and independently.
- Experience in and commitment to working in a diverse and inclusive environment.
- Demonstrated interest in the humanities and commitment to Vermont Humanities' work and mission.
- Ability to represent Vermont Humanities effectively to a broad range of individuals and organizations.

## **Travel**

- This position involves some travel within the state. The Development and Data Associate must have a reliable car and a clean driving record.

## **Supervisory Responsibilities**

- May be called upon to supervise one or more part-time interns.

## **Physical Requirements**

- This position includes very occasionally lifting boxes of up to 50 lbs.

Vermont Humanities is an EOE/affirmative action employer. We provide reasonable accommodations in the recruitment and employment of persons with disabilities.