

Greensboro Children's Museum
Birthday Party Sales and Administrative Assistant

Reports to: Visitor Services Director
Position Status: Non-exempt
Hours per Week: 20 (during special events, could increase)

Responsibilities:

- **Facilitate Birthday Party Sales:**
 - Schedule birthday parties and keep accurate calendar reflecting Museum events
 - Communicate with weekend birthday party staff
 - Ensure all payments are made within a timely manner
 - Coordinate all birthday party collateral materials to ensure relevance with GCM
- **Support Development:**
 - Serve as primary point person for updating, adding and maintaining donor and prospect constituent records in the database
 - Assist Development Director with donor acknowledgment including the processing of thank you letters and recognition activities
 - Assist with creation of donor lists and other gift queries and reports
 - Perform mail merges and assist with donor solicitation
 - Assist with organizing and maintaining donor files
 - Work closely with the Development Director and volunteers to successfully implement special events
- **Provide Support for CEO and Board Activities**
 - Organize and update Board of Director correspondence including Board notebooks and materials on an as needed basis
 - Assist with the preparation of all Board related meetings

Skills and Abilities:

- Demonstrated excellent customer service skills
- Ability to utilize database
- Demonstrated ability in Microsoft Word, Excel and Publisher. Experience in Adobe Creative Suite a plus.
- Excellent organizational skills and attention to detail
- In addition to these general skills, the position requires flexibility, the ability to multitask, handle and prioritize multiple job responsibilities, and function well in a team environment

Mandatory Qualifications:

- An Associate degree in Office Systems or equivalent experience preferred
- Must have experience with database management. Bookkeeping or money management is helpful.
- Must have the ability to make decisions and to organize and prioritize daily work
- Must be comfortable working in a busy nonprofit environment, handling multiple tasks and willing to work outside their job responsibilities when necessary
- Must be comfortable working with the public and possess excellent customer service skills
- Must demonstrate ability to maintain confidentiality

The Greensboro Children's Museum is an Equal Opportunity Employer
Please submit a cover letter and resume to Stephanie Billings at members@gcmuseum.com
by September 20, 2017. No Phone Calls please.

