



James J. Hill Center  
2018 Development and Marketing Assistant

**Opportunity:**

The Development and Marketing Assistant will be a part of the development and marketing teams, with a focus on identifying funding opportunities, prospect research, managing and tracking of the grants calendar, database management, membership management, assist with fundraising and cultural events, marketing/communications and supporting the Development Director and Marketing Department.

**Position Description:**

The Development and Marketing Assistant activities may include, but are not limited to: serving administrative functions for development & marketing departments, identifying all funding opportunities that are aligned with the mission, managing grant process, in kind donations and sponsorships, event planning and arranging meetings, organization and set-up of events, data entry and analysis, tracking and reporting, assisting with mailings and print projects, writing materials, constituent database, communications with donors/members and participation in day-to-day activities.

This position will start April 2018 and will be 3 to 4 days a week in the office (9am-5pm) and is flexible with some day, evening and weekend hours. The ideal candidate will be scheduled with an average of 32 hours/week with benefits.

A strong candidate will have the opportunity to grow within the Development Department with the possibility of marketing and events duties.

**Position Duties:**

**Administrative and Department & Marketing Support: (35%)**

- Assist Development Director and administrative operations for Development and Marketing Department
- Assist with site visit logistics: confirming meeting, following up, printing and packaging information/materials, and setting up day of meeting
- Manage communication with prospective and current grantors and prepare mailings (postal and electronic)
- Assist in managing all donor communications for donations, sponsorships and grants by maintaining program budgets, marketing gives and assist with follow-up
- Maintain and track in kind donations and sponsorships
- Assist in membership communication
- Liaison with marketing on sponsorship
- Assist as support for cultural events
- Create and develop in house marketing materials
- Manage all marketing and promotional community calendar listings
- Manage all post event surveys

**Database Management: (20%)**

- lead day to day NEON donor/patron database
- Manage database by ensuring high levels of accuracy, consistency and integrity of profiles, keeping all profiles up to date by making sure all information is accurate in a timely manner. Research and remove duplicate entries, creating new profiles, run reports

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- Process, receipt and invoice all donations and grants including data entry, financial reporting and acknowledgements
- Create organization programs and events along with tracking in NEON

**Prospect Research: (10%)**

- Perform prospect research on corporations, foundations, community organizations, federal organizations/agencies, government agencies, and businesses to evaluate alignment with James J. Hill Center and identify prospective funding opportunities
- Research and identify existing and prospective funders appropriate for the James J. Hill

**Grant Management: (35%)**

- Work closely with granting agencies to clarify policies, procedures, guidelines, and interpretation of application instructions
- Assist in writing and submit grant applications and reports by reviewing and editing grant proposals, grant reports, budgets, and accompanying materials
- Process and prepare mailings and submission for grant applications, LOI's, grant reports, site visits, donation acknowledgements, thank you cards
- Track and maintain grant calendar
- Prepare bi-weekly grants report to Development Director
- Attend organization events

And other duties as assigned.

**Position Requirements:**

Some college or 3+ year experience in administrative role, development or database management.

Exceptional written communication skills including attention to detail with strong editing skills and ability to write clear and persuasive proposals.

Experience with research techniques, project management, proposal writing and knowledge of local and regional donors.

Must have access to a car and have reliable transportation.

Must be proficient in Microsoft office suite.

Must be available to work evenings and weekends along with increased hours in September.

Strong organizational skills along with ability to work independently, on multiple competing priorities/projects and meet tight deadlines.

Experience with CRM or Donor Databases is preferred.

Flexible and willing to adapt to change and the ability to work with diverse agencies, groups and individuals.

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