



# Gichigamiin Indigenous Nations Museum

## Development Assistant Job Description

**Job Title:** Development Assistant

**Job Pay:** \$20/hour

**Hours:** 20 hours/week

### About the Organization

The Gichigamiin Indigenous Nations Museum (*formerly the Mitchell Museum of the American Indian*) was established in 1977 and, in 2021, reached a significant milestone by becoming a majority Indigenous-led organization in its leadership, staff, and board for the first time since its founding. With full representation in place, the museum has a new mission to increase the visibility and elevate Native voices through education, awareness, and advocacy. We have been working to set a new standard for museums representing Indigenous people using a holistic approach that prioritizes Indigenous representation, collaborative partnerships, rethinking ownership, truth-telling, and accountability. This position is an integral part of supporting this mission.

### Position Description

The Development Assistant role will help with grant writing, fundraising, building donations, and sustaining positive relationships with foundations, donors, and major donors. The Development Assistant is responsible for administrative functions related to fundraising as well as researching new fundraising and partnership opportunities. The position reports to the Development Director.

### Responsibilities

- Research new funding opportunities and fundraising-related partnerships
- Solicit donations from prospective donors
- Donor Stewardship: sustain donor relationships and grow major donor program
- Support the creation, review, and implementation of fundraising strategies
- Recording donations in donor management system (LittleGreenLight)
- Oversee donation acknowledgement process: sending letters and follow-ups with donors
- Support the museum's grant writing process: draft, proof-read, write, submit grants
- Oversee museum memberships and work with staff to improve membership program
- Work with Development Director to review and implement strategic annual Development Plan
- Support staff in development-related work and general day-to-day tasks and inquiries

### Qualifications

- Fundraising, museum, or nonprofit experience preferred

- Experience and knowledge of donor management and fundraising practices
- Excellent writing, reading, and/or public speaking skills
- Excellent skills in organizations, attention to detail, taking on multiple tasks or projects at a time, and problem solving
- Collaborate well with others; team-player and interpersonal skills
- Ability to take initiative on projects and adhere to deadlines
- Enthusiasm toward the museum's mission and projects.
- Proficient with Google Suite and Zoom

*If you are interested in applying, please submit your resume and cover letter to Joseph Gackstetter at [jgackstetter@gichigamiin.org](mailto:jgackstetter@gichigamiin.org) with the subject line "Development Assistant Application".*