

**Amerind Foundation,  
Job Announcement  
Development Associate**



**AMERIND**

**Position Description**

Amerind seeks to foster and promote knowledge and understanding of the Native Peoples of the Americas through research, education, conservation, and community engagement. Located 60 miles east of Tucson, the Amerind Museum in Dragoon, Arizona, seeks a dynamic individual to serve as its Development Associate. This is a new position for a growing development program. The role will report to the Chief Development Officer and work in close partnership with the President and CEO, senior museum staff, and volunteers.

The Development Associate will have an opportunity to contribute to our quickly growing museum with primary responsibilities in supporting donor data management, donor and development communications, data analysis and prospecting, event planning, and will support department coordination with volunteer leadership, membership, and public programming. The ideal candidate takes great pride in your attention to detail and really enjoys making connections and growing relationships for our community. A successful candidate will take initiative and is capable of managing a variety of tasks and priorities with creative thinking and curiosity. The Development Associate is expected to regularly use, help manage, and improve efficiencies with existing technology and tools. Excellent customer service skills are a plus for the development program's work with both supportive community members and outside vendors. The new role on Amerind's highly collaborative team offers the right candidate possible remote work arrangements and an outstanding opportunity to grow. This is a full-time position. Depending on experience, salary will be between \$50,000 and \$55,000 plus benefits.

**Primary Responsibilities**

- Manage and improve development database and communication systems
- Assistance with gift processing, acknowledgment letters, digital and print mailing lists, membership coordination, and development reporting
- Support staff and board leadership with fundraising strategy research and identifying prospective opportunities with donors, members, and organizational funders
- Event planning, with support from staff team, volunteers, and vendors
- Assistance with donor communications and scheduling matters

**Minimum Requirements**

- Experience working directly with the public and providing first-rate customer service to a wide variety of constituencies
- At least two years of professional experience in development, marketing and communications, museums, public programming, or related fields
- Bachelor's degree or equivalent work experience
- Strong organizational skills with proven ability to prioritize and multitask while maintaining meticulous attention to detail
- Prior experience with leading or supporting special events and/or public programs
- Proficient in Microsoft Office products, experience with CRM or similar software

- Must have experience with maintaining correspondence, discussions, and materials in strictest confidence
- Some familiarity with budgeting, business management, and the coordination between managing relationships and finances
- Basic knowledge or experiences with public promotion, graphic design, grantseeking, and sponsorships
- Reliable transportation and a driver's license are required.

### **Preferred Requirements**

- Advanced degree or certifications in related fields
- Skills and experience with having the primary management responsibility with a CRM database
- Some background in communications and graphic design
- Demonstrated experience and successes with major special events or public programs
- Experience with engaging a variety of communities, individuals, corporations, and funding agencies

### **How to Apply**

Applications should consist of a letter summarizing the applicant's interests and qualifications, a copy of the applicant's current resume, the names and contact information of three professional references, **and** Amerind's online application which can be downloaded at <http://www.amerind.org/employment.html>. Successful applicants will undergo a criminal background check. Applications review will begin on April 21, 2023 and the position will remain open until filled. Please email application materials to [amerind@amerind.org](mailto:amerind@amerind.org) or send applications to:

The Amerind Foundation, Inc.  
P.O. Box 400  
Dragoon, AZ 85609  
ATTN: Development Associate

The Amerind Foundation is an equal opportunity employer and values a diverse professional community and learning environment. Candidates who can contribute to this goal are encouraged to apply and identify their strengths and experience in this area.