OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Development Assistant
Department Name	Burke Museum
Job Location	Burke Museum
Pay Rate	$12 - $16
Employment Period	Academic Year
Hours Per Week	40 hrs/wk
Contact Supervisor	Phoebe Keleman
Phone Number	206-616-6057
Email Address	pkeleman@uw.edu
Website	http://www.burkemuseum.org
Box Number	353010

Nature of Organization
The Burke Museum creates a better understanding of the world and our place in it. The museum is responsible for Washington State collections of natural and cultural heritage and sharing the knowledge that makes them meaningful.
Duties and Responsibilities
The Development Assistant is an integral part of the development and membership team at the Burke. Main duties include gift processing, membership fulfillment, data entry, list management, mailing projects, copying, filing, and other general office tasks. Additionally, the Development Assistant will help the department with the planning, promotion, and execution of special events at the museum, including board and committee meetings, members exhibit previews, family day programs, and other duties as assigned.
Minimum Qualifications
The ideal candidate will be highly motivated, personable and detail-oriented. Must be available evenings and weekends. Must be able to interact professionally with museum donors, members and staff. Strong communication skills are essential. At least one year of previous office experience and working knowledge of Microsoft Office products are required. Past database and telephone experience are preferred.
Educational Benefits

This is an exciting opportunity to work with a growing high-energy development and membership team and get first-hand experience in museum membership, fundraising, board development and management, special event planning, and general non-profit administration. This is an ideal setting in which to develop time management, office, and database skills. The position also provides immediate access to the Burke Museum and its vast educational resources.
How to Apply
Please email cover letter and resume to Phoebe Keleman, Membership Coordinator, at pkeleman@uw.edu.

Job Number: BMUS21 | Job Class Code: 0875 | 51% Comp. To Classified: y | Federal | Closed