Development Associate

ORGANIZATION BACKGROUND:
The Mission of the Nantucket Maria Mitchell Association is promotion of the legacy of Maria Mitchell and exploration, education and enjoyment of Nantucket’s land, waters and skies beyond. In fulfilling our mission, we recognize the historic persona of Maria Mitchell, the foremost American woman scientist and educator of the 19th century, and her potential impact on contemporary thought by passing on her legacy of intellectual curiosity, respect for and love of nature, learning by doing, and the ideal of individualism.

Maria Mitchell’s contributions to astronomy, science, and education are the basis for our continuing tradition of high quality research and teaching which inspires today’s learners and tomorrow’s scientists. The NMMA provides scientific resources and educational programs for the community, uses Nantucket Island as an exceptional natural laboratory in which to study science and the environment, and maintains research and/or representative collections of Nantucket’s biodiversity.

The Development Associate will play a key role in achieving excellent service and successful growth and reports directly to the Director of Advancement.

PRIMARY FUNCTION:
The position includes assistance with marketing and outreach efforts, grant identification and writing while managing the organization’s social media output. This position is also responsible for high quality friend raiser and fundraiser events as well as contracted events on the MMA properties.

SPECIFIC RESPONSIBILITIES:

- Contribute and support Director of Advancement and Development Department

Development

- Conduct grant research across all disciplines
- Organize grant cycles
- Manage grants including reporting and repeat grants, including coordination with staff
- Create 1st draft narratives for grants and prepare the format of the grant for submitting
- Provide exceptional customer service to foundations and grantors
- Manage data entry in Raiser’s Edge
- Produce gift acknowledgement letters for all donations
- Generate mailing lists as requested for invitations, appeals and donor communications

COMMUNICATIONS AND MARKETING

- Create and distribute press releases
- Create and manage website content
- Create and distribute event flyers
- Manage social media output
- Create e-newsletter using Constant Contact
- Manage summer intern for department
- Support advertising efforts
- Assist with visual marketing, including town bulletin boards
- Management of incoming sponsorships for a variety of programs
- Help build strong business community relations (concierge, event planners, etc.)

**EVENTS**

- Research event venues as requested
- Create and manage invite lists
- Set-up and breakdown of select events
- Manager auction (packages, presentation and communications)
- Create auction collateral and sponsor signage
- Manage Gala Committee communications, schedule and minutes
- Onsite event manager
- Assist with private event scheduling
- Manage Friend raisers, and additional events as assigned.

**QUALIFICATIONS:**

- Superb writing and oral communication skills
- Must be able to establish priorities and manage multiple projects in a high-energy, fast-paced, deadline-driven organization, and be flexible when priorities shift
- Results-oriented and meticulous, highly attentive to details in all aspects of work
- Ability to set and hold very high standards and rigorous work ethic
- Excellent customer service skills
- A deep appreciation and passion for the mission of the Maria Mitchell Association
- Adept with computer software, especially Microsoft Office and Adobe Suite
- Ability to interact effectively with visitors, donors, volunteers and program staff
- Development support experience a plus
- Background in web design

**EDUCATION AND EXPERIENCE:**

- A minimum of 2+ years' experience preferably at a non-profit organization
- Minimum Bachelor's degree; Science degree preferred
- Preferred Technology Skills: InDesign, Doubleknot (or similar program registration software), Constant Contact, Blackbaud, Outlook, Adobe Suite, and WordPress
- Experience managing social media platforms
- Customer service

Please send a cover letter, resume, and three references to Lydia Gullicksen at l gullicksen@mariamitchell.org and Logan Gomes at l gomes@mariamitchell.org.

The Maria Mitchell Association is hiring a Development Associate to begin as soon as possible and will start as a 4/5 part-time position at 32 hours a week. The Development Associate will assist the Director of Advancement with fundraising, grants, communications, and event-planning. For the full job description and qualifications, and how to apply, please visit https://www.mariamitchell.org/get-involved/job-opportunities.