

Indiana Historical Society

Job Description

February 2024



JOB TITLE:	Assistant, Development and Membership
DEPARTMENT:	Development and Membership
REPORTING RELATIONSHIP:	Director, Member Stewardship and Engagement
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Full Time
FLSA STATUS & PAY GRADE:	Exempt Grade A

POSITION PURPOSE:

This position is responsible for providing administrative **support** to the Indiana Historical Society (IHS) Development and Membership department.

ESSENTIAL FUNCTIONS:

1. Keep current membership and financial records and assist with monthly balancing.
2. Process membership payments, solicitations, benefits, and other communications.
3. Process and acknowledge all monetary and gift in-kind donations.
4. Maintain donor files via donor management software.
5. Provide administrative support to department events and programs.
6. Provide administrative support for the daily operation of the department.
7. Submit payables to accounting and track invoices.
8. Perform other duties as assigned.

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Strong commitment to providing excellent customer service.
2. Ability to manage details in varying formats to support effective department processes.
3. Ability to communicate effectively with a variety of audiences.
4. Strong organizational skills to manage multiple tasks with varying deadlines.
5. Comfort using computers and basic office equipment.
6. Working knowledge or willingness to learn donor management software.
7. Ability to work periodic evenings and weekends.

PHYSICAL REQUIREMENTS:

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time.

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

QUALIFICATIONS:

2 years applicable experience

TOTAL COMPENSATION

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send an [application](#), resume, and a cover letter (as needed) to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.

The Indiana Historical Society is an equal opportunity employer.
www.indianahistory.org