

Texas State History Museum Foundation

Position Title: Administrative Assistant
Reports to: Executive Director

Position: 20 hours / week

Position Summary

The Administrative Assistant provides high-level administrative support for the Texas State History Museum Foundation. TSHMF is a nonprofit organization that works collaboratively with the Bullock Museum to raise funds through the generosity of individuals, corporations, and foundations and the state. The TSHMF staff is led by a Board of Trustees that guides fundraising and hosts an annual gala which features the History-Making Texan Award. The TSHMF supports the Museum's exciting roster of special and permanent exhibitions, public programs, and special projects.

Responsibilities

- Prepare donation acknowledgement letters and other correspondence.
- Process and maintain all financial records and transactions including all payables and receivables.
- Track pledge schedules and prepare pledge reminder correspondence.
- Maintain foundation, corporation and individual donor files.
- Continually update and correct database records.
- Coordinate productions and mailing of appeal letters.
- Maintain guest lists, assist with planning, gather and prepare registration materials, and other duties as assigned for Foundation events.
- Schedule meetings, receive visitors, arrange conference calls, and transcribe meeting minutes.
- Assemble media and donor kits and board packets for events and meetings.
- Coordinate master office calendar.
- Received incoming calls, mail, submissions, and reports to determine their significance and plan their distribution.
- Other duties assigned by the Executive Director.

Experience Required

- Experience in an administrative position, preferably in a non-profit development office.
- Proficiency in Microsoft Office Suite and experience with QuickBooks and databases.
- Ability to organize and prioritize work.
- Detail-oriented and ability to work independently with little supervision.
- Excellent interpersonal skills.
- Knowledge of protocol is preferred.

Terms and Compensation:

The position is 20 hours per week. \$15-20 per hour. Parking is provided. Duties to be performed during regular business hours. Position begins immediately. The position is based in the Bullock Texas State History Museum in Austin. The TSHMF is an equal opportunity employer and does not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.

To Apply:

Please submit resume and three references no later than Sept. 16, 2019 to info@tshmf.org or to:

Texas State History Museum Foundation
P.O. Box 12456
Austin, TX 78711

No phone calls, please.