

**Position:** Development and Communications Assistant  
**Department:** Advancement  
**Reports To:** Chief Advancement Officer  
**Status:** Full-time, Non-exempt

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**JOB DESCRIPTION:** Reporting to the Chief Advancement Officer, the Development and Communications Assistant provides essential administrative support that is critical to the successful operation of Descanso's development and communications departments. The Assistant is responsible for the accurate and timely data entry of all donations and memberships, assisting with the maintenance of donor and member records in the database, and producing acknowledgement letters and membership packets. The Assistant also coordinates donor and member events and meetings, assists with print and digital mailings, and provides general administrative support.

**JOB CLASSIFICATION:** This is a 40-hour per week, full-time, non-exempt position. The schedule is generally Monday-Friday, 8:30am to 5:00pm, and may include holidays, evening and/or weekend hours, depending on the needs of the organization.

**RESPONSIBILITIES include but are not limited to:**

- As an initial contact for the Advancement team, communicates with donors, members, volunteers, board members, and staff in person, by phone, and by e-mail.
- In coordination with the Executive Coordinator, maintains event calendars and schedules meetings. Assists with meeting setup as needed.
- Performs data entry of gifts and memberships received, and generates and sends acknowledgment letters and membership benefits in a timely manner, ensuring all gifts and memberships are acknowledged appropriately.
- Works closely with the Data Administrator to ensure the overall health and cleanliness of Descanso's donor data. Uses Blackbaud Altru database to create queries, records and maintains data accurately, assists with donor research, and maintains sensitive information with the highest level of confidentiality.
- Works closely with the development department to produce invitation lists and assist with event production, including mailing invitations and coordinating event logistics and setups. Attends and provides support for events.
- Works closely with the communications department to produce donor and segmented lists for mailings and eblasts. Assists with digital and print mailings. Coordinates with outside vendors to obtain services for graphic design, printing, and mailing, and places orders for printed materials.
- Makes room reservations and catering arrangements, sets up virtual meetings via Zoom, and prepares materials and presentations for events, appointments, meetings, and business-related social events.
- Produces in draft and final form documents such as letters, reports, proposals, spreadsheets, etc. Prepares gift agreements and memoranda of understanding.
- Performs daily office management duties, including ordering office supplies, marketing materials, letterhead, and business cards, and maintaining an inventory of these items; opening and distributing mail; coordinating with outside vendors; and processing invoices for payment.
- Performs other duties as assigned.

**EQUIPMENT USED and PHYSICAL DEMANDS:**

- This position requires use of computers, standard office equipment including phone system, photocopier, postage meter, ten key, credit card processing machine, printer, hand-held (two-way) radio, sound system, projectors, golf cart.
- This position occasionally requires lifting of up to 15 pounds.
- Exposure to various noise levels on a daily basis.
- Ability to walk long distances to various outdoor locations on paved and unpaved paths, and to work outdoors as needed.

**QUALIFICATIONS AND REQUIREMENTS:**

- College degree; or a combination of education and work experience.
- One to three years of experience in administrative support, customer service, data entry, sales or marketing/communications.
- Event coordination experience preferred.
- Experience working in a museum or cultural institution setting preferred.
- Strong customer service mindset and the willingness to work as a team required.
- Ability to organize work and handle changing priorities with good judgment.
- Demonstration of highly effective interpersonal, problem-solving, and teamwork skills.
- Excellent attention to detail and ability to understand complex information related to donors.
- Demonstration of effective verbal and written communication, and excellent English grammar and proofreading skills.
- Proficiency in the use of MS Word and Excel, Internet, and e-mail for the creation, production, sharing, transfer, organization, storage and retrieval of reports and documents, including spreadsheets, presentations, reports, and internal and external correspondence. Requires acquired proficiency (training provided) in Blackbaud Altru database in order to compile, analyze and produce gift and biographical data reports.
- Keyboarding/typing skills of 50 wpm for memos and other correspondence.
- Knowledge of the operation and troubleshooting of office printers, fax, copiers and other equipment.
- Valid CA driver's license required.
- Other critical attributes include a high degree of discretion, a sense of appropriateness and strong interpersonal communication skills. It is essential that the candidate have the flexibility to function effectively with staff, board members, donors, members, volunteers and others.

**COMPENSATION:** \$22 per hour

**To apply:** Interested parties may apply by submitting a MS Word or PDF Letter of Interest and Resume to [jobs@descansogardens.org](mailto:jobs@descansogardens.org) with **Development and Communications Assistant** in the subject line. We will accept resumes until the position is filled. No phone calls, please.

Descanso Gardens Foundation acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered based on individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, gender, or marital status.