



Trenton Museum Society

Job Description: Trenton Museum Society Assistant to the Board of Trustees

RESPONSIBILITIES:

Finances:

- Make deposits, cut checks, input financial data into QuickBooks, maintain all financial records, generate monthly treasurer's report
- Organize and maintain records for Molly's Museum Shop

Development:

- Maintain membership and donor records using Past Perfect Museum Software
- Oversee all active grants; follow grantor's guidelines for reporting, closeout procedures, etc.
- Working with Development/Grants Committee, research potential grants programs for general operating support, program support, and/or collection support
- Prepare grant applications, in collaboration with assigned trustee(s)

Administration:

- Answer phone and emails
- Format and type letters, reports and procedural documentation to assist with museum's development and operational efforts
- Maintain archives that include history of the Society, board meeting minutes, committee records, programs, and events
- Organize printing and mailing of Fall Membership letters and calendars (fall), Invitations to Opening Receptions, Annual Appeal Letter (fall), and Annual Meeting notices (spring)
- Contribute as needed to creation of the Ellarslie Museum e-newsletter

- Order office supplies as needed and keep accurate records of purchases. Sort all incoming mail, directing it to appropriate committee chairs and board officers
- Attend TMS Board, Executive Committee, Finance Committee and Development/Grants Committee meetings
- Provide informed customer service via phone, written correspondence, and personal interactions
- Coordinate museum functions such as rentals and volunteer activities
- Assist with other museum operations as needed

Additional responsibilities may include helping to organize events including openings, fundraisers, music or other performances, and social events.

REQUIREMENTS:

- The Board Assistant must be computer literate, especially in Quickbooks and Microsoft Office, well organized, and capable of communicating clearly by email, telephone, and letter
- Preference will be given to candidates with grant writing and fundraising experience
- The Board Assistant will report to the Trenton Museum Society Board of Trustees
- The Board Assistant will maintain good relationships with members of the public, with the Board of Trustees, and other staff
- Ability to work a flexible schedule, including some weekends and evenings
- Ability to handle cash transactions accurately
- Display integrity, discretion, and confidentiality in regard to the organization, its mission, and its members and donors

Hours: 20 hours per week; **Salary:** \$20 per hour