

July 7, 2014

DEVELOPMENT ASSISTANT

Space Center Houston, owned and operated by the non-profit Manned Space Flight Education Foundation, Inc., is the Official Visitor's Center for NASA's Lyndon B. Johnson Space Center. We are currently seeking a Development Assistant responsible for providing administrative support to the Development Director.

POSITION RESPONSIBILITIES:

- Responsible for maintaining the Development Department database using Salesforce software. Duties include downloading, entering, reporting and editing data to ensure accurate data and reporting.
- Prepare letters, spreadsheets and presentations as requested by the Development Director.
- General administrative duties to include maintaining an accurate filing system, coordinating mailings and email distributions, preparing invoices and purchase orders and coordinating the department budget.
- Assist in coordinating and supporting fundraising events.
- Maintain the highest level of confidentiality in all Development and SCH matters.
- Other duties and responsibilities as assigned to ensure the efficient operation of the Development Department.

POSITION QUALIFICATIONS:

- Minimum of three years experience working in an active business environment. Previous experience working in a Development Department preferred.
- A strong understanding and proficient use of a database system. Salesforce experience strongly preferred.
- High proficiency in using Microsoft Products including Outlook, Word, Excel and PowerPoint.
- A strong working knowledge of correct grammar, spelling and general business communications.
- Ability to maintain the highest level of confidentiality.
- Strong organizational skills with the ability to handle multiple tasks. Must be very detail oriented.

- Must maintain professional behavior and appearance.
- Strong interpersonal skills.
- Willingness to work flexible hours, including some evenings and weekends. Occasional travel may be required.

Space Center Houston is an Equal Opportunity Employer