



AVAILABLE POSITION: SPECIAL PROGRAMS ASSISTANT

DATE: MARCH 5, 2018

CLASSIFICATION: FULL-TIME

ORGANIZATION SUMMARY

The Trust for the National Mall (TNM) stewards private support to design and deliver modern and resilient solutions that will preserve the historic grounds and transform the visitor experience on the National Mall. With 36 million annual visits, the National Mall is one of the most visited parks in the world. In partnership with the National Park Service, we have invested more than \$22 million in private support and helped advocate for an additional \$130 million in Federal Funds.

The National Mall carries the single biggest deferred maintenance figure of any park in the National Park system. Recognizing that Congress has not adequately supported the needed maintenance and improvements to our beloved national treasure over the past forty years, the Trust has embarked on an unprecedented partnership with the National Park Service to raise the necessary funds to accelerate activity in completing critical projects.

POSITION SUMMARY

The Special Programs Assistant is responsible for administrative aspects of development, fundraising and event related activities, concentrating on the Trust's corporate and foundation fundraising efforts, including key event support. The Assistant has an active role in the day-to-day operations of the Trust's fundraising efforts and reports directly to the Chief Development Officer. A successful Special Programs Assistant will be able to work effectively and accurately with limited oversight and perform well as a member of a team.

CORE RESPONSIBILITIES INCLUDE:

- **Foundation Management and Research** – Work with the Chief Development Officer and other team members to develop and implement a vibrant foundation giving program. This includes conducting research into prospective funders; writing and submitting grant proposals and Letter of Inquiry; and managing the grant reporting process for successful submissions.
- **Grant Applications** – As assigned, draft all relevant grant applications and proposals in collaboration with multiple departments, for review of the Chief Development Officer and other leaders.
- **Maintain Donor Records** – Maintain records for companies, foundations, and partner organizations and track their meetings/activities with the Trust. Work with the CRM Coordinator on any new uploads of information for database records and additions of new contacts and prospects.
- **Event Support** – Support the Trust in the execution of our annual Ball for the Mall, Corporate Leadership Council events, and more. This includes but is not limited to coordinating invitations, communications with donors for RSVPs, and preparing and distributing event collateral.

- **Generate tax receipts and invoices** – As a key daily function, check the mail for income and generate all related tax receipts and acknowledgments, while updating the language on a regular basis. Take lead on generating invoices for pledged donations as requested by gift officers.
- **Intern Management** – Under supervision of the Chief Development Officer, supervise, assign projects, manage responsibilities, and mentor the interns in order to cultivate the joint needs of the Trust and its interns.
- **Develop and Maintain Collateral & Correspondence** – Develop and maintain all Trust collateral as it relates to corporate sponsorship, corporate recognition, proposals and supporting documents. Draft correspondence for corporate outreach and solicitations (from Trust and Corporate Volunteers) as well as regular communication with volunteers, Corporate & Women’s Leadership Committee, and additional donors.

JOB REQUIREMENTS AND QUALIFICATIONS:

- College degree and preferred two to three years of experience in an administrative/office position, preferably in non-profit development office or political environment.
- Demonstrably superlative writing skills, with experience in grant and formal writing preferred.
- Proficiency in, Microsoft Word, Excel and PowerPoint. Database management experience preferred, Salesforce knowledge a plus.
- Excellent verbal communications skills.
- Enthusiasm and dedication to teamwork.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal skills.

HOW TO APPLY

The Trust offers a competitive compensation and benefits package plus a positive work environment, which encourages personal growth and achievement. Please visit our website at www.nationalmall.org for more information about the Trust.

Please send a cover letter, resume, salary requirements, and writing sample to information@nationalmall.org with “Special Programs Assistant_ Your Name” in the subject line. Please submit all materials in one document in PDF format if possible. No phone calls please.