



Development Associate (Part-Time)

Reports to: Executive Director

Hours of work: This is a half-time (20 hours a week) position. Night and weekend work to staff events and programs may be required.

The Berkshire County Historical Society is looking to amplify its mission and outreach with the addition of an energetic Development Associate to help meet strategic and annual goals. This position will support the fundraising activities of the Society.

Responsibilities:

The position supports all aspects of membership, donor, and prospect relations and communications, as well as fundraising events and programs.

1. With support from the Executive Director, maintain donor files in Little Green Light database.
2. Execute all aspects of donation management including gift acceptance and coding, accurate data entry, and timely gift acknowledgement.
3. Manage memberships, including renewals and processing new memberships, and assist as directed with new individual and business member outreach. Maintain communications with BCHS members, including relationship building through member events and promotions.
4. Coordinate Annual Appeal mailing (November), creating hard copy letters and electronic outreach, and assisting in processing gifts.
5. Conduct grant funding research and assist Director in preparing grant applications.
6. Assist in organizing, promoting, and actively participate in fundraising events as needed, including planning and logistics, silent and live auctions, print materials, event registration, volunteer coordination, donor acknowledgement, and post-event close out activities.
7. Help staff programs as directed, including greeting guests and promoting membership.

Qualifications:

- Bachelor's degree.
- At least two years of relevant experience in an administrative or development role with a demonstrated ability to take on increased responsibility. Nonprofit experience a plus.
- Ability to work cooperatively with a small staff.
- Ability to self-organize, set priorities, and meet deadlines.
- Demonstrated skills in writing, organization, and oral communication.
- Demonstrate ability to use basic productivity software (Microsoft Word, Excel, and Outlook).
- Knowledge of Little Green Light or other donor management software a plus.

- Knowledge of Mailchimp, Constant Contact or similar software a plus.
- Local and regional travel may be required – driver’s license and personal transportation required.

Salary and Benefits:

\$25,000/year.

BCHS provides retirement benefits, flexible schedule, and work from home opportunities.

BCHS is committed to a culture of equality and inclusivity that fosters dialogue, respect, and collaboration. All qualified applicants will receive consideration for employment regardless of race, ethnicity, age, religion, national origin, sex, sexual orientation, gender identity, veteran status, disability status, neurodiversity, or any other protected characteristic outlined by federal, state, or local laws.

To apply, please submit a cover letter and resume to melville@berkshirehistory.org

About the Berkshire County Historical Society:

The Berkshire County Historical Society (BCHS) collects, preserves, and disseminates the history of Berkshire County, Massachusetts, and uses its collections of artifacts and archival materials for research, education, and exhibits. BCBS also preserves and interprets Arrowhead, a National Historic Landmark and home of author Herman Melville, along with 45 acres of gardens, orchard, woodlands, and meadow. We host more than 6,000 visitors year-round for a wide range of programs, including tours, lectures by writers and historians, theater performances, and history and nature walks.