

Holocaust Museum LA at The Goldrich Cultural Center
100 The Grove Drive Los Angeles, CA 90036

Job Title: Development Administrator

Employment Type: Full-Time, Non-Exempt

Location: Los Angeles, CA

Department: Development

Position Summary: Reporting to the Director of Development, the Development Administrator supports the Department's fundraising and outreach activities through gift processing, database maintenance, prospect research, donor acknowledgments, reporting, and event support. This role requires an action-oriented, highly organized individual with excellent attention to detail and follow-through.

Key Responsibilities include:

Gift Processing and Database Support

- Enter and accurately code routine gifts, pledges, and payments in Altru, and maintain organized supporting documentation.
- Maintain donor and prospect records, including contact reports, correspondence, research notes, and event attendance.
- Prepare and distribute acknowledgment letters, tax receipts, tribute notifications, and pledge reminders.
- Maintain data integrity through accurate entry, routine review, database cleanup, and generation of routine reports.
- Assist with online donation forms and payment processors, and direct database coding questions and gift adjustments to the Membership & Grants Manager.
- Support monthly revenue reconciliation with Finance and escalate payment discrepancies, donor intent, restrictions, designations, recognition, and pledge-term questions to the Director of Development.

Fundraising and Administrative Support

- Conduct prospect research, including researching event and program attendees, and prepare profiles to support campaigns, major gifts, events, and other fundraising initiatives.
- Assist the Director of Development in maintaining, updating, and distributing prospect lists for Development meetings.
- Create and maintain mailing, invitation, email, and contact lists, and assist with mail merges, bulk mailings, and the distribution of donor communications and fundraising materials.

- Maintain tracking spreadsheets for campaigns, appeals, pledges, payments, and fundraising results.
- Prepare invoices, track outstanding pledges and payments—including March of the Living revenue—and coordinate follow-up.
- Take notes, document action items, and coordinate follow-up for Development Department meetings.
- Research tools, platforms, vendors, and resources that may improve Development operations, prospect research, donor engagement, data management, and workflow efficiency.

Donor Engagement and Events

- Support the Annual Gala, Annual Golf Tournament, donor meetings, private tours, cultivation activities, and other fundraising events.
- Assist with event materials, registration, guest and attendance tracking, donor follow-up, and event staffing.
- Respond to routine donor and event inquiries, maintain related donor and revenue records, and provide additional administrative support as assigned.
- All other duties as assigned to assist the organization.

Qualifications

- One to two years of relevant administrative, development, nonprofit, or related experience is preferred.
- Experience with CRM systems, gift processing, and fundraising data management; Altru or comparable database experience is preferred.
- Advanced proficiency in Microsoft Office, including Excel, Word, and Outlook.
- Excellent organizational skills, attention to detail, and ability to manage multiple deadlines.
- Strong written and verbal communication skills.
- Ability to work independently and collaboratively, exercise sound judgment, and handle confidential information professionally.
- Positive, solutions-oriented approach and openness to new ideas.

Working Schedule:

Monday – Friday, 9:00am to 5:00pm Pacific Standard Time. Occasional evenings and weekends will be required.

Salary/Benefits:

The Development Administrator position is a non-exempt position with a base pay range of \$25.00 – \$27.00 per hour, based on experience and other qualifications. Generous paid time off (PTO), paid holidays, and health benefits.

About Holocaust Museum LA/The Goldrich Cultural Center:

The Goldrich Cultural Center, a new expanded campus, houses Holocaust Museum LA — the first survivor-founded and oldest Holocaust museum in the nation — and broadens its scope through cultural experiences designed to inspire courage and hope. At its core remains the Museum's founding mission: teaching the lessons and social relevance of the Holocaust to inspire a more humane world.

To apply, please send cover letter, resume and references to: jobs@hmla.org

Holocaust Museum LA is committed to creating an inclusive and equitable workplace, and we are proud to be an equal opportunity employer. We believe that having staff, interns, and volunteers with diverse backgrounds enables us to better meet our mission.