

Administrative and Donor Relations Assistant

The Administrative and Donor Relations Assistant for the Chinese American Museum (CAM) is a part of the development team and assists with the overall daily office operations. He/she works closely with the CAM Executive Director, maintains regular interaction with key members of the FCAM board of Directors; Museum Guides and other CAM staff, and maintains regular interaction with senior managers of El Pueblo Historical Monument (a department of the City of Los Angeles).

DUTIES:

Development & Membership

- Ensures timely delivery and accuracy of upper-level donor and membership acknowledgments and benefits.
- Maintains and updates upper-level donor, membership, and mailing databases.
- Assists with on-site membership promotion, and oversees membership sales at exhibition openings, public programs, and other Museum events.

Administrative

- Responsible for accurate and timely data entry & processing of all incoming donations, with a primary focus on the stewardship of upper-level donors.
- Responsible for tracking expenditures, reconciliations, and generating income and expense reports.
- Oversees Membership and Museum Store.
- Assists the Executive Director in communications with senior managers of El Pueblo Historical Monument (a department of the City of Los Angeles) regarding facilities maintenance, technology requests, and venue reservation/special event coordination.
- Assists Executive Director and Grants Writer in the management of grants.
- Performs such general office duties as answering phones, sorting and distributing mail, overseeing office supplies, etc.
- Assists with the coordination of fundraisers and special events, including the annual fundraising gala.
- Other duties as assigned by the Executive Director.

Visitor Services

- Maintains museum's upkeep by coordinating facilities maintenance requests with the City of Los Angeles for all visitor areas, and works with El Pueblo/CAM security regarding security issues. Works with the Communications and Education Departments to restock promotional materials at Front Desk, respond to Museum inquiries, etc.
- Maintains a well-informed, working knowledge of the exhibitions and services available by the CAM.
- Communicates with a variety of visitors to ensure a positive Museum experience; responds to and resolves, as appropriate, any visitor concerns and complaints.
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Education and Qualifications:

- BA/BS required
- Excellent computer skills (MS Office, database management), strong written and oral communications.
- Proven ability to multitask, plan and meet deadlines under time constraints, and to work both independently and collaboratively.
- Excellent critical thinking, organizational, and problem-solving abilities.
- Expected to regularly exercise discretion and independent judgment.
- Self-starter with a positive attitude.
- Cultural sensitivity to the Chinese and Asian Pacific American community.
- Verbal (Mandarin or Cantonese), reading, and writing competencies in Chinese are a plus.

Applications and inquiries:

To apply, please email or mail resume with cover letter to hr@camla.org or 125 Paseo de la Plaza, Suite 300, Los Angeles CA 90012.