



**Revolutionary
Spaces**
Open History. Enter Democracy.

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Development Assistant

Position: Development Assistant

Supervisor: Director of Development & Philanthropic Partnerships;
daily administrative oversight by Engagement Officer

Type: Full-time, Exempt

Salary Range: \$40,000 - \$47,000

Hiring Timeframe: Applications are being considered on a rolling basis, with a hopeful start date by February 1, 2025.

Organization Overview

Formed in January 2020, Revolutionary Spaces brings people together to explore the American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for: Boston's Old South Meeting House and Old State House.

Through dynamic exhibitions, community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow.

Position Summary

The Development Assistant will provide essential administrative support across the development department, handling daily operations and supporting donor engagement efforts. Reporting to the Director of Development & Philanthropic Partnerships, this role will also have oversight by the Engagement Officer to ensure a high level of administrative service for donors and prospects, and will work closely with the Development Manager to ensure accurate record-keeping for all grants, sponsorships, and memberships. With a focus on both administrative and donor stewardship responsibilities, this role will provide pathways for growth within the development field and foster a deeper understanding of donor engagement.

Primary Responsibilities

- **Administrative Support:** Manage office supplies, scheduling, correspondence, and record-keeping for the development department (includes digital and physical file-keeping).
- **Department Operations:** Update and maintain the development department operations manual and track credentials and account information; Take notes during department staff meetings and help track department tasks.
- **Gift Processing:** Assist in processing gifts, sending acknowledgment letters, and maintaining accurate donor records.
- **Event & Meeting Support:** Coordinate administrative logistics for development events and support engagement activities. Assist at evening programs, community events, and donor gatherings and meetings as needed.
- **Donor Appeals & Outreach:** In coordination with the Development team, process and assist with direct mail appeals, stewardship outreach, and other donor communications.
- **Database Maintenance:** Work with all development team members to maintain up-to-date donor information, generate reports, and support data accuracy.
- **Special Projects:** Assist with departmental projects as needed and provide support to the Development Manager and Engagement Officer.

Qualifications

- 1-2 years of administrative experience, ideally within a nonprofit or development setting. This can include internship experience.
- Strong organizational skills, attention to detail, and proficiency in Microsoft Office, Google Suite, and CRM/database systems (Raiser's Edge NXT preferred).
- Excellent interpersonal skills, with an interest in learning about donor relations and nonprofit fundraising.
- Knowledge or interest in history isn't a requirement, but is a plus.

Work Environment and Schedule

This position operates in a **hybrid capacity**, with an expectation to be **on-site at our downtown Boston offices 3-5 days per week**. The Development Assistant will work closely with the Engagement Officer and Development Manager, both of whom are on-site most days, to handle physical files, event coordination, and other in-person tasks.

While we value flexibility, the in-office presence is essential for fulfilling the responsibilities tied to physical file management and direct collaboration. **Remote work is generally available 1-2 days per week** as project demands allow. We aim to support a balanced work-life approach, and specific scheduling needs can be discussed to accommodate occasional adjustments.

The development team is focused on creating a collaborative, mission-driven culture, where each team member plays a key role in supporting the organization's goals. Leading up to the 250th anniversary of American independence in 2026, we are committed to expanding our community and creating a commemoration that includes all voices, reflecting the diversity and shared history of our nation. We value open communication, learning, and inclusivity, aiming to build an environment that supports both personal and professional growth. With a balance of flexibility and teamwork, we strive to engage with each other and our community in meaningful ways that align with our mission.

The Development Team

The **Director of Development & Philanthropic Partnerships** is an experienced, mission-driven leader who finds joy in mentoring and seeks an assistant who is optimistic, detail-oriented, and excited to learn. Currently, the team meets on Wednesday mornings for an in-person check-in, and values continuous communication throughout the day to stay aligned on complex donor relationships. We emphasize open, frequent check-ins to keep each other informed and to foster transparency.

The Development Assistant will join a collaborative and supportive team with diverse strengths and personalities. The **Engagement Officer** brings energy, positivity, and a readiness to support others while managing donor relations and engagement efforts. She is excited to work with someone who values organization and can help maintain a smooth workflow. The **Development Manager** offers a calm, steady presence and brings a strong work ethic. Known for tackling a high volume of work and making steady progress, he is supportive and approachable, helping the team maintain momentum.

Physical Requirements

The work of this position takes place both in a regular office environment and at two historic sites, the Old State House and the Old South Meeting House. Some staff offices are located on the third floor of a 300-year-old historic building without an elevator. As a result, the candidate should be able to carry objects weighing up to 50 pounds up and down the stairs.

Benefits

Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; Professional development; MBTA pass program; and free admission to many local museums.

Application Requirements

To apply, please send a cover letter and resume to hr@revolutionaryspaces.org. For more information about Revolutionary Spaces, visit revolutionaryspaces.org.