

Position: Development Operations Associate - Part-Time**Organization:** Lillian and Albert Small Capital Jewish Museum**Department:** Advancement**Reports to:** Associate Director of Administration**Position Summary**

The Lillian and Albert Small Capital Jewish Museum (CJM) seeks a part-time Development Operations Associate to support the museum's fundraising, membership, and donor engagement efforts through accurate management and deployment of data within the Museum's CRM. This role is responsible for maintaining data integrity, supporting reporting and analytics, and ensuring smooth day-to-day operations of development systems. The ideal candidate is detail-oriented, highly organized, and comfortable working with complex data.

About the Lillian and Albert Small Capital Jewish Museum

Located at 3rd and F Streets NW in Washington, DC—steps from the National Building Museum and Union Station—the Capital Jewish Museum opened in June 2023 and has welcomed nearly 55,000 visitors to date. CJM collects, preserves, and shares the diverse stories of Jewish history and culture in the National Capital Region. Through exhibitions and programs, we build connections across generations and communities, encourage reflection on the relevance of the past to today, and inspire civic and community engagement.

Key Responsibilities

- Maintain and update donor and member records in Salesforce
- Process and track gifts, pledges, and payments
- Ensure data accuracy through regular review and cleanup
- Generate reports and lists for fundraising and membership needs
- Prepare and maintain mailing and solicitation lists
- Support membership renewal and acquisition campaigns
- Assist with acknowledgment processes, ensuring timely and accurate donor recognition
- Support the preparation and execution of in-house mailings

- Assist with integrations between Salesforce and other platforms
- Support donor pipeline tracking and data accuracy to inform fundraising strategy
- Support general office operations, including ordering supplies

Qualifications

- 1–3 years of experience in development operations, data management, or similar role
- Experience with Salesforce (NPSP) strongly preferred
- Strong attention to detail and commitment to data accuracy
- Proficiency in Excel (pivot tables, data cleaning, basic analysis)
- Ability to manage multiple priorities and meet deadlines
- Strong organizational and problem-solving skills
- Experience in a nonprofit, museum, or cultural organization is a plus

Salary and Benefits

The salary range for this non-exempt position is **\$20,000-25,000** annually, commensurate with experience. This position is part-time, approximately 20 hours per week, and follows a flexible hybrid schedule. Benefits include a monthly metro stipend and an employee-contributed flexible spending account.

To Apply

Interested applicants should submit a resume and cover letter in a single PDF to Hally Silberg, Manager for Human Resources and Engagement, at hsilberg@capitaljewishmuseum.org with the name of the position (Development Operations Associate) in the subject line.

The deadline to apply is 9am on Monday, May 18th.

Offer of employment is contingent upon a pre-employment background check.

The Capital Jewish Museum values a diverse workforce and an inclusive culture and encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.