



## ***DEVELOPMENT ASSISTANT*** **FULL-TIME**

NHD® is a highly regarded nonprofit organization that offers a year-long academic program focused on historical research, interpretation, and creative expression for students in grades 6–12, culminating in a national competition held in Washington, D.C. NHD also supports teachers through an extensive and growing array of resources and programs. NHD works with affiliates across the U.S. and internationally to implement its programs.

Reporting to the Executive Director, the Development Assistant is a full-time position responsible for assisting NHD's fundraising efforts. This includes, but is not limited to, prospect research, acknowledging donations, and drafting content for correspondence, newsletters, and fundraising materials. This person will manage NHD's database, maintaining accurate and up-to-date records. The Development Assistant also supports other senior staff with various projects, including the annual NHD National Contest. The position is based in the NHD office in College Park, Maryland. Remote work is not available for this position.

Our ideal candidate is a self-motivated individual with strong communication skills, organized, and experienced in managing multiple projects.

### **Responsibilities**

- Manage the administrative functions to support the organization's fundraising efforts.
- Engage in research and assist with organizing development programs and events.
- Draft communications for the Executive Director.
- Maintain accurate records and lists.
- Assist with grant writing and editing.
- Process and monitor incoming communication, answer questions, and troubleshoot where needed.
- Assist with other projects as needed.

### **Qualifications**

- Undergraduate degree in the humanities, preferably history
- Working knowledge of Word, Excel, PowerPoint, Outlook, and Google Workplace
- Strong spoken and written communication skills
- Meticulous attention to detail and accuracy
- Ability to work on numerous competing tasks at once
- Experience working both independently and as part of a team

**Salary and Benefits**

In addition to a salary in the range of \$65,000, we offer:

- Competitive comprehensive health benefits, including dental, and
- A 403b retirement plan with employer contributions.

**How to Apply**

Please provide a cover letter explaining your interest in National History Day, the position, and your work experience. Share your resume and a writing sample (up to five pages). Please scan or combine these three items into a single PDF file and upload it to <https://form.jotform.com/253083411409148>.

November 2025