

Department:	External Relations
Position Title:	Development Assistant
Reports to:	Pam Fountain

Minimum Qualifications:

- Dependable worker
- Knowledge of MS Word, MS Excel
- Able to complete errands around campus, as needed
- Ability to maintain confidentiality and to interact professionally in person.
- Work ranges from helping with events to more mundane computer-related tasks – candidate must be willing to help with both types of tasks

Duties and Responsibilities:

- **Administrative**
 - Assist the Development office with the data entry, mailings, and miscellaneous projects.
 - Knowledge of MS Word, MS Excel
 - Data Entry in Raiser's Edge database (we will provide training)
 - Scan, Type or Copy documents as needed
 - Errands around campus, as needed
 - Must be able to think about the "big picture" while coordinating details, work creatively and collaboratively, and be self-motivated. This is a great chance to develop marketing and fundraising skills.
 - Ability to maintain confidentiality and to interact professionally in person.
- **Phone-a-thon -**
 - Flip schedule to work some evenings instead during this time period
 - Assist with the Phone-a-thon –set up, assist with training of callers, make calls, deliver supplies to groups on campus as needed, etc.
 - Call designated alumni during day time work hours
 - Assist with publicity – create fliers, post fliers around campus, develop publicity and social media strategy to attract callers
- **Senior Class Gift**
 - Help devise ideas for publicizing gift to seniors
 - Develop and hang fliers at designated times – TBD
 - Help with any events associated with Senior Class Gift

- **Solicitations**
 - Write thank you notes to alumni , friends, parents, and businesses
 - Call and thank alumni for their gifts throughout the year as directed
 - Make copies, fold and stuff mailings as needed
 - Solicit prizes for Phone-a-thon and/or Campus Campaign from local merchants via mail or email

- **Special Events**
 - This position includes event and project planning, marketing and communications, and research.
 - Assist in preparations for Homecoming, May Day or other events, as needed
 - Assist in leading tours for individuals visiting the campus to give "student perspective"

- **Social Media**
 - Assist department in creating social media strategy for giving and events
 - Create messages and strategies
 - Take photographs

Environmental and Working Conditions:

Normal environment found in an educational setting.

Physical Demands and Aptitudes:

Able to lift 10 pounds on a regular basis and 20 pounds maximum, periodically. Even though the weight lifted may be a small amount, a job is in this category when it requires walking or standing to a significant degree, as well as pushing and pulling of arm and/or leg controls. Job requires the ability to reach, handle, finger, feel, talk, hear, see, squat, and kneel.