

JOB TITLE: **Resource Development Assistant**

CLASSIFICATION: N4

REPORTS TO: **Executive Director of Resource Development**

SUPERVISION GIVEN: **none**

GENERAL PURPOSE AND SCOPE OF POSITION:

Provides administrative support to the Executive Director of Resource Development

DUTIES AND RESPONSIBILITIES:

- ◆ Prepare correspondence, reports, development mailings including gift acknowledgement letters, power point presentations and scanning completed documents for records.
- ◆ Maintains donor database and tracking system.
- ◆ Prepares Foundation transmittals and request for payment forms. Prepare Foundation income report and summaries.
- ◆ Records and transcribes Development Council Minutes.
- ◆ Participates in project management of annual campaign and fundraising special events. Interface with potential and existing donors.
- ◆ Schedule meetings and appointments as requested by Director.
- ◆ Coordinates travel arrangements for Director
- ◆ Maintains department budget; orders supplies for Development office.
- ◆ Assist grants team with development and tracking of proposals. Assist with Marketing and communications events and activities. Also serves on teams/task forces and attends informational meetings for departmental input.

EDUCATION AND EXPERIENCE:

Associates Degree in Administrative Office Technology/Business Administration or other business related field. May substitute equivalent work experience in the development/ fund raising field. Previous experience in development/ fundraising field strongly preferred. Must be proficient in word processing skills. Knowledge of Microsoft Office strongly preferred. Must have excellent oral and written communication skills as well as the ability to manage multiple tasks and work independently. Position requires a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic background of employees and customers.