

POSITION: Development Assistant (part-time: 20 hrs/wk)

GENERAL SUMMARY:

The Development Assistant is responsible for aiding the Director of Development in the development of annual and major gifts, special events, planned giving, grant solicitation, and in-kind resources to support the operational, outreach and educational needs of the Newman Center. This person will help identify, cultivate, and steward parents, alumni, University of Iowa partners and others associated with the Newman Center. The Development Assistant will help to implement outreach and communication plans to educate and build community support to over 8,500 alumni and friends of the Newman Center. Much of the day's work is spent on managing the database, relationship-building with current and prospective donors, and researching ways to bring in additional funds to support the mission and vision of the Newman Center. A dedication to promoting the Newman Center and the mission is essential. This person aids in fundraising activities which are based upon thorough knowledge of the functions, procedures and standards of the Newman Catholic Student Center. The Development Assistant reports to the Director of Development and works collaboratively and strategically with other staff.

CLASSIFICATION: Exempt

MISSION EXPECTATIONS:

- Be an inviting/welcoming presence to the students and other community members
- Be a supporting/contributing/collaborating member of the ministry team
- Contribute to ways and means to best carry out the ministry mission of the Center
- Handles sensitive and confidential information in a discreet, professional manner.

ESSENTIAL FUNCTIONS:

Donor Relations and Stewardship Responsibilities:

- Helps to identify annual and major gift prospects through donor research
- Actively assists in the identification and development of alumni prospects
- At the direction of the Development Director, implements specific campaigns or communications for various development projects.
- Assists in the production of annual fundraising events and appeals.
- Establishes and provides timely stewardship and acknowledgement of all gifts.
- Identifies donors and accounts in need of special attention and makes suggestions to the Director of Development.
- Contacts individuals or organizations for networking, or collaboration purposes as requested by the Director of Development.
- Maintains regular communication with the Director of Development regarding development opportunities and objectives.
- Generates and mails year- end giving statements for donor tax purposes.
- Helps to coordinate and carry out special events such as Founder's Club and Foundation Society recognition, Gala, alumni gatherings and other stewardship events

Communications Duties:

- Develops and maintains a thorough general knowledge of the Newman Center and its funding priorities by maintaining open communications with other staff and donors.
- Assists in the implementation of a comprehensive communication plan to promote the organization to donors and maximize public awareness of fundraising activities.

- Aids in the coordination and implementation of the design, printing and distribution of cost-effective marketing and communication materials for development efforts.
- Assists in the creation and production of print, video and social media materials.

Administrative Duties:

- Establishes a thorough working knowledge of the eTapestry database system and all of its potential production.
- Manages eTapestry of all contacts of current and potential donors and donor gift funds.
- Creates database queries and reports to extrapolate information, and follow-up means, to aid in the development process of current and prospective donors.
- Oversees the timely acknowledgement of all gifts and other stewardship activities.
- Maintains an accurate and easy-to-administer filing system of all paper records.
- Conducts research on grant possibilities and grantors.
- Assists bookkeeper on monthly reconciliation of Quick Books with eTapestry.
- Helps prepare mailings for solicitation, recognition, invitation and other donor communication.
- Assists the Director of Development in other duties as requested.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's Degree preferred.
- Previous experience with database management and/or development work environment highly desirable.
- Experience with design of print and video materials preferred.
- Demonstrated ability to successfully manage multi-functional or diverse areas.
- Ability to understand the needs and interests of major gift donors in order to develop relationships between them and the Newman Center.
- Passionate about furthering the mission of the Newman Center and a dedication to promoting the Newman Center's fundraising priorities.
- Excellent verbal and written communication skills/customer service skills with an attention for details.
- Excellent organization and coordinating skills.
- Attention to detail and persistence in researching donor information.
- Ability to maintain a high level of confidentiality.

ACCOUNTABILITY: The person in this position reports to the Director of Development

Required Knowledge, Skills & Abilities

- Must be proficient in word processing, spread sheets and general computer literacy
- Good internet search skills
- Ability to work professionally and confidentially with donors and volunteers
- Organizational skills, prioritizing tasks, event planning and time management skills
- Ability to work within deadlines and ability to manage multiple projects simultaneously
- Ability to follow written instructions
- Ability to participate in events and meetings
- Must be self-starter, self-motivated
- Ability to speak, read and write in English

Beneficial Knowledge, Skills & Abilities

- Donor Database experience beneficial (reporting, queries, records, etc.)
- Presentation software and design/format skills