



104 E Jefferson St  
Iowa City, IA 52245

**POSITION: Development Assistant (part-time: average 20 hrs/week)**

**GENERAL SUMMARY:**

As a key part of the Development team, the Development Assistant works in tandem with the Director of Development to advance the Newman Catholic Student Center mission by ensuring sustainable funding to support the organization's mission and ministries through donor retention, growth of the donor base and fundraising events. A dedication to promoting the Newman Center and our mission *to prepare disciples for the Church and the world* 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 is confident, assured, has a positive attitude, works at a high level of quality, effectively multi tasks, embraces change, and constantly looks for ways to improve processes and build intentional relationships with all stakeholders (donors, students, staff, and community members.) This position reports to the Director of Development and works collaboratively and strategically with other staff.

**CLASSIFICATION:** Exempt

**MISSION EXPECTATIONS:**

- Be an inviting/welcoming presence and a faith journey partner
- Be a supporting/contributing/collaborating member of the ministry team
- Contribute to planning and mission of the Center
- Handle sensitive and confidential information in a discreet, professional manner.

**ESSENTIAL FUNCTIONS:**

**Administrative Duties:**

- Establishes a thorough working knowledge of the eTapestry database system and all of its functions to enhance donor retention and stewardship of gifts.
- Processes all gifts received in a timely manner; creates necessary reports to bookkeeper and Director of Development.
- Processes all donor pledges in a timely manner and monitors pledges for follow up and reminders.
- Processes all gift acknowledgements as per established office procedures.
- Manages all data entry to eTapestry database for all current and potential donors and donor gift funds. Includes creating new constituent accounts, updating contact information and input of account notes as needed to keep donor records current.
- Creates database queries and reports to extrapolate information to aid in the development process of current and prospective donors.
- Maintains an accurate and easy-to-administer filing system of all paper records.

- Assists bookkeeper on monthly reconciliation of Quick Books with eTapestry.
- Helps prepare mailing lists for solicitation, recognition, invitation and other donor communication.
- Assists the Director of Development in other duties as requested.

#### **Donor Relations and Stewardship Responsibilities:**

- Works to build faith filled and intentional relationships with donors, students, alumni, and parents through positive and authentic communication.
- Establishes and provides timely stewardship and acknowledgement of all gifts as per office procedures.
- Identifies donors and accounts in need of special attention and makes suggestions to the Director of Development for follow up.
- Assists in the production of annual fundraising events and appeals.
- Helps to identify, cultivate, and steward parents, alumni, University of Iowa partners and others associated with the Newman Center with a focus on identifying potential annual and major gift prospects.
- Conducts research on potential grant and grantor possibilities.
- Maintains regular communication with the Director of Development regarding development opportunities, goals and objectives.
- Helps to develop, manage and execute special events such as Founder's Club and Foundation Society recognition, Gala (or other major fundraising event), alumni gatherings and other stewardship events.
- At the direction of the Development Director, implements specific campaigns or communications for various development projects.
- Generates and mails year- end giving statements for donor tax purposes.

#### **Communications Duties:**

- Develops and maintains a thorough general knowledge of the Newman Center and its funding priorities by maintaining open and authentic communication with staff and donors.
- Assists in the implementation of a comprehensive communication plan to promote the organization to donors, educate those not familiar with the Newman Center's mission, and maximize public awareness of fundraising activities and events.
- 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.
- Assists with coordination of collaboration and networking opportunities

**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.

- Associate's or Bachelor's Degree in a related field preferred. (Communications, Marketing, Development, Public Relations or Non Profit Management)
- Demonstrated experience performing related duties in a non profit setting with a proven track record of excellence in organization and communication (both written and verbal), time management, and attention to detail.
- Professional computer skills, proficiency in Microsoft Office Suite and eTapestry or similar donor management system.
- Demonstrated ability to work independently, solve problems, and 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 Catholic Student Center.
- Passionate about furthering the mission of the Newman Center and a dedication to promoting the Newman Center's fundraising priorities.
- Ability to maintain a high level of confidentiality and discretion with respect to donor and Newman Center records.

**ACCOUNTABILITY:** This position reports to the Director of Development.

To apply, please send resume to [Kristie@newman-ic.org](mailto:Kristie@newman-ic.org). Deadline to apply is Friday, June 17, however, resumes will be accepted until position is filled.