

NEWMAN CATHOLIC STUDENT CENTER

POSITION: Development Assistant

CLASSIFICATION: Part-Time, 15-20 hours per week

REPORTS TO: Director of Operations

GENERAL SUMMARY

The Development Assistant works in tandem with the Director of Operations and the Development Associate to advance the Newman Catholic Student Center's mission. This person performs duties as a support staff member and aids with all activities, events, and communications of the office based upon thorough knowledge of the functions, procedures and standards of the Newman Catholic Student Center. The overall purpose of this position is to serve as a support staff and assist with educating, increasing awareness, and building community support from alumni, parents, and other friends of the Center. This position reports to the Director of Operations and is supervised by the Development Associate.

All staff are considered part of the missionary team of the Newman Catholic Student Center for the purpose of making disciples for the Church and the world. In all our diversity of background and responsibility, we strive to be UNITED IN CHRIST and call upon the Holy Spirit to aide us in becoming: **Bold, Loving, and Unstoppable** in our mission.

MISSION EXPECTATIONS

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

ESSENTIAL FUNCTIONS

Administrative Duties

- Processes all gifts received in a timely manner; creates necessary reports to bookkeeper and Director of Operations and Development Associate.
- Utilizes a thorough working knowledge of the eTapestry database system and all its functions to enhance donor retention and stewardship of gifts.
- 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 to keep database information current. This includes creating new constituent accounts, updating contact information and input of account notes as needed.
- Writes database queries and creates reports to extrapolate information to aid in the development process of current and prospective donors.
- Maintains an accurate and easy-to-administer filing system for 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 Operations and Development Associate in other duties as requested.

Donor Relations and Stewardship Responsibilities

- 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 Operations and Development Associate for follow up.
- Assists in the planning and execution of all 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.
- Understands development opportunities, goals and objectives.
- Works to build faith filled and intentional relationships with donors, students, alumni, and parents through positive and authentic communication.
- Assists in planning, managing and executing events such as annual donor events, fundraising events alumni gatherings, and other stewardship events.
- 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 communications 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.

EDUCATION AND 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.

- Practicing Catholic who sees campus ministry development and communications work as an essential ministry.
- Bachelor's or degree in Business Administration or Business Management from an accredited institution or equivalent work experience in office and database management.
- Self-starter who can organize, prioritize, and manage multiple tasks concurrently.
- Excellent communication skills, written and verbal with the ability to learn and master new communication formats quickly.
- Maintain effective working relationships with internal and external contacts.
- Proficiency with Microsoft Office Suite and eTapestry, or other donor database software.