



Job Classification Description

DEVELOPMENT ASSISTANT/LSC VSC UP PAT BARGAINING UNIT

**GRADE 11
EXEMPT**

BASIC FUNCTION

Provide administrative and organizational support to the Dean of Institutional Advancement. Provide support to alumni and development programs as needed. Responsible for managing institutional advancement-related events and for providing administrative support to the Board of Visitors and the LSC Foundation.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, coordinate, and carry out functions related to the administrative activities of the Office of Institutional Advancement.
- Under the direction of the Dean and the Director of Alumni Relations and Development, organize and coordinate development and alumni activities/events (such as the T.N. Vail Clambake, reunions, homecoming, and other gatherings of alumni and friends of the college), including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- Represent the college and work closely with a large variety of individuals and organizations in carrying out all assigned alumni and development functions—including securing sponsorships for events and other development activities as assigned.
- Serve as liaison with volunteers, alumni, friends, parents, vendors, students, faculty, staff, and/or other key internal and/or external college constituencies; present information on department programs; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.
- Provide administrative support to the Board of Visitors and the LSC Foundation; coordinate volunteer activities and engagement as needed.
- Stay abreast of developments and attend training related to development activities and event and volunteers management.
- Coordinate, initiate, prepare, process, and/or monitor a variety of forms, records, schedules, reports and other documents related to assigned administrative functions, ensuring timely and accurate completion/review of documents by senior administrators, VSC personnel, the Board of Trustees, department/college personnel, volunteers, alumni, friends and/or other individuals outside of the college.
- Perform research on donors and prospects, including compiling and analyzing data from a variety of sources. Stay abreast of prospect research technology and procedures.
- Process contributions on a daily basis according to established procedures and in the best interest of the College and donors.
- Organize and maintain appropriate databases, resource information, files, and record systems related to constituent relationship management and gift management. Stay abreast of constituent relationship management technology, processes, and procedures.

- Assist Dean of Institutional Advancement, other development staff, and the Office of the President with the accessing data from the constituent relationship management database (e.g. Blackbaud's Raiser's Edge for Windows) for such tasks as providing output reports, lists, labels, and letters, both scheduled and ad hoc, maintaining the security and confidentiality of the records.
- Provide training to College colleagues and student workers on database and relationship development functions.
- Assist in design, implementation, and maintenance of departmental filing, recordkeeping, and reporting systems, including computer applications.
- Develop (write, design, draft, edit, etc.) and maintain various written documents, such as policy and procedure manuals, training materials, and solicitation/ stewardship materials.
- Assist in institutional advancement budget planning. Track all expenditures for the Development Office and process budget documents.
- Participate in key departmental planning activities related to assigned functions, with a focus on compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms related to instructional/promotional material; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.
- Coordinate both in-house mailings and preparation of merge lists and documents for outside printing houses and mail house vendors.
- Perform other tasks related to assigned functions.

SUPERVISION EXERCISED

Supervision and training of student workers.

SUPERVISION RECEIVED

Supervision is received from the Dean of Institutional Advancement.

MINIMUM QUALIFICATIONS

Associate's degree in appropriate discipline (bachelor's preferred), plus two to three years of relevant experience in administrative and/or higher education or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent organizational, communication, and administrative skills.
- Knowledge and experience with a variety of computer applications, including, but not limited to, Microsoft Word, Microsoft Excel, and Blackbaud's Raisers Edge or other fundraising-oriented database.
- Strong written and verbal communication skills.
- Ability to handle multiple projects and shifting priorities.
- Must be able to work a flexible schedule; some weekend and evening work required.
- Prior experience with events coordination desirable.
- Ability to deal effectively with and represent the college to a broad range of individuals and groups within and outside of the college.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.