



UNIVERSITY  
OF  
SAINT MARY  
OF THE LAKE

## JOB DESCRIPTION

<b>Job Title</b>	Development Assistant		
<b>Department</b>	University Development		
<b>Appointed by</b>	Assoc. V.P. of Development		
<b>Reports To</b>	Assoc. V.P. of Development		
<b>Employment Class</b>	Exempt, Benefits Eligible		
<b>EEO Class</b>	5	<b>Authorized Driver</b>	Yes

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

The Development Assistant reports to the Assoc. V.P. of Development and is responsible for the stewardship of donor gifts, pledges, event registrations and provides some administrative support for the fundraising team.

## Essential Job Functions

- Maintain the University's reputation for integrity, responsibility, caring, and prudent management of donor gifts through gift and pledge stewardship:
  - Create and maintain data in Raiser's Edge that accurately details the full record of donor transactions and relationships.
  - Accurately record all gifts and pledges to the University (most direct mail gifts are currently processed off-site by a vendor-partner but will be imported into Raiser's Edge).
  - Acknowledge all gifts and pledges in a timely manner in accordance with acknowledgement policies.
  - Ensure that donors are properly receipted for their gifts.
  - Interface with the Finance Office for gift reconciliation, correct channeling of funds, and periodic reconciliation of accounts.
  - Send pledge reminders on schedule as needed.
  - Ensure that donors are placed in the correct giving clubs and societies.
  - Ensure that matching gifts from donor employers are solicited, processed and received.
  - Coordinate prayers and Masses with the Rector/President's office for donor intentions and send Mass cards to donors.
- Answers the gift/donor line and respond to donors' requests promptly and courteously.
- Work with the Confraternity of Our Lady, Star of the New Evangelization members to manage the prayer intention program.
- Maintain a constituent management and operations/standards manual.
- Seek continuous improvement of the stewardship function, including streamlining tasks and developing efficiencies in gift processing.
- Take initiative to improve processes and outcomes, incorporate best practices, and suggest innovations in this position.



## Expectations

- Pursue continuing education and training on the University's development software and in stewardship best practices.
- Set a self-path, and communicate it; thrive in a dynamic, fast-paced, lean work environment, have the ability to strategically prioritize time and competing initiatives, focusing on those that will have the greatest impact in support of the mission.
- Excel while working with strong deliverable demands, possess the ability to identify barriers, and collaborate with others to drive and execute solutions.
- Show an uncompromising internal and external customer service focus and possess outstanding organization skills.
- Manage multiple priorities simultaneously, considering the quality of results against budget.
- Maintains the highest level of confidentiality at all times.
- Ensure compliance with all university policies and standards.
- Enter gift batches within 48 business hours of receipt.
- Send acknowledgment letters within 48 hours of entry.
- Accurately code and enter gifts without supervision.
- Properly code invoices and process to finance office within 48 hours of receipt.
- Follow through with donors within 24 hours of contact and maintain relationships on behalf of USML.
- Prioritize workload and seek alternative solutions to streamline processes and/or solicit supervisor and team input. Order supplies as needed.
- Provide moderate administrative assistance for the Assoc. V.P. and V.P. as needed.
- Conduct general administrative duties such as processing correspondence, packaging shipments, reconciling vendor invoices and coding for payment. Have the ability to work occasional nights and weekends for special events.
- Other duties as assigned.

**Education and Experience** – An equivalent combination of education, training and experience will be considered.

- High school diploma required.
- College degree or related nonprofit development experience strongly preferred, 3+ years.
- Raiser's Edge experience preferred.

**Knowledge, Skills and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Is skilled in the art of anticipating the needs of others as well as clients, acts upon those needs appropriately, and helps remove barriers to excellent customer service.
- Has the ability to prioritize work and meet deadlines; works quickly without sacrificing quality.
- Can troubleshoot all job processes, manage timelines and inventory needs, anticipate issues, and effectively multitask.
- Trusted to meet deadlines, produce accurate work consistently, and follow all tasks through to completion.
- Work under pressure and meet established goals and objectives.
- Maintain composure under stress, using tact, good judgment.
- Possesses computer skills including all Microsoft products (Outlook; Excel; Word; PowerPoint)
- Has a positive attitude, not easily discouraged, open to alternative views, accepting of coaching/peer input, and copes well even under pressure.
- Can work in a coordinated effort with other members of the team to achieve overreaching goals.



**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Genuinely support and cohesively work with others in a Catholic environment.
- Demonstrate a commitment that all people have the right to dignity, respect, opportunity and full community inclusion.
- Possess a philosophy that is consistent with the Mission, Vision, and Values of the University organization.
- General office conditions, university conditions; not substantially exposed to adverse environmental conditions.
- Neat in appearance.
- Exposed to moderate noise levels.
- Normally work on the University's historical 1100-acre wooded campus (lake, buildings, bridges, 27-hole golf course, farm fields) in the Administration Building in general office conditions; currently, COVID-19 health and safety guidelines require working remotely from home.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this position, the employee is frequently required to stand, walk, sit, communicate, reach and manipulate objects.
- The position requires mobility; duties involve moving materials weighing 10-20 pounds occasionally.
- Manual dexterity and coordination are required over 50% of the work period while operating computer keyboard, mouse, and similar equipment.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Able to routinely ascend/descend multiple sets of steps, multiple times during the day, in buildings and across campus.