

**Job Title:** Development Associate  
**Date:** June 23, 2015  
**FLSA Status:** Exempt  
**Reports to:** Vice President for Development and Institutional Advancement  
**Department:** Development and Institutional Advancement

## **JOB DESCRIPTION**

**Job Summary:** Under administrative direction of the Vice President for Development and Institutional Advancement, Development Associate will record gifts, write acknowledgements/steward donors, serve as a liaison between the Development Office and Business Office, support fundraising events and special projects and other Development initiatives as assigned.

## **CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES**

**May include any and/or all of the following:**

1. Support fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors.
2. Conduct prospect research as assigned.
3. Maintain database with Raiser's Edge software/programming; run reports and queries.
4. Serves as development liaison between Development and Business office to reconcile financial records.
5. Participates in special projects and other duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledge of development/fundraising concepts and appropriate acknowledgement/solicitation techniques.
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Ability to maintain high level of confidentiality
- Knowledge of Raiser's Edge a must; *non-negotiable*
- Knowledge of Microsoft Excel a must; *non-negotiable*
- Ability to interact with diplomacy and tact amid influential constituency and Board of Trustee members
- Willingness to work occasional events after hours or weekends

## **MINIMUM QUALIFICATIONS**

**Education and experience equivalent to:**

Bachelor's degree; supplemented with three (3) years of related experience.

Experience working in non-profit faith based organization helpful, but not required.

## **APPLICATION INSTRUCTIONS**

Please send cover letter and resume to [cwiley@nyts.edu](mailto:cwiley@nyts.edu)

No phone calls, no mail

## **APPLICATION DEADLINE**

**July 30, 2015**