

# ***DRURY UNIVERSITY JOB DESCRIPTION***

**JOB TITLE:** Assistant for Stewardship and Donor Relations

**DEPARTMENT:** University Advancement

**DATE:** August 1, 2016

**SCHEDULE:** Monday-Friday (Flexible)

**FLSA:** Non-exempt

**REPORTING SUPERVISOR:** Director of Alumni/Development Stewardship and Donor Relations

**JOB FUNCTION:**

Supports the University Advancement staff by providing writing, clerical research assistance and supporting special projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<b><i>Percentage of time</i></b>	<b><i>Frequency</i></b>	<b><i>Description</i></b>
1.	50%	As Needed	Assist with the Stewardship and Donor Relations program including support for policy and program development, presentations, stewardship/donor plans and program evaluation.
2.	27%	As Needed	Assist with preparations and follow-up for donor visits. This includes clerical support with materials needed for the visit, confirmation of visit, assisting with gifts preparation. Follow-up includes putting addition donor information in the data base, and support of stewardship/donor planning by the director.
3.	1%	As needed	Ongoing Research Donor Relations and Stewardship sites and Benchmarking studies.
4.	5%	As Needed	Clerical and writing assistance with departmental liaison programming
5.	5%	As Needed	Clerical and writing assistance with scholarship and funds reporting, proposals and gift agreements
6.	5%	As Needed	Receive and screen visitors as they arrive in the office. Answer, screen, and record phone calls and messages for the office in general. Assist with delivery and retrieval of mail.
7.	5%	As Needed	Assist the Alumni/Development staff with special projects/mass mailings. This may include folding, matching up personalized pieces, stuffing, sealing and stamping envelopes. This may also include lifting large amounts of paper and/or transporting mail and/or paper to the campus mailroom.
8.	2%	As Needed	Assist with Special Events for Donors and Prospects

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Professional attitude and demeanor are critical in dealing with alumni, donors and both internal and external constituencies of the university.
2. Ability to work with highly sensitive information and maintain confidentiality.

3. Strong grammar, punctuation, proofing and composition skills are necessary.
4. Ability to follow specific guidelines to accurately key and update information in alumni records.
5. Ability to concentrate and attention to detail are necessary in order to have accurate data and to maintain records.
6. Ability to solve problems and think critically and independently for organizing and completing workload.
7. Excellent interpersonal skills are necessary for communicating effectively within the office.
8. Ability to understand and interpret instructions to accurately complete work independently.
9. Ability to meet deadlines and stressful situations in a calm, orderly and accurate manner.
10. Ability to be dependable and responsible to assigned projects.
11. Ability to use photocopier and paper folder for preparing documents and mass mailings.
12. Ability to use office hardware and software including PC, Microsoft word, Publisher, Excel, fax, printers, Raisers Edge, and copiers.
13. Must be a regular, full-time day school student, enrolled in at least 12 hour per semester.
14. Must have completed a FAFSA form, (Financial Aid) for the current academic year.

***WORK CONDITIONS:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually very quiet.

***PHYSICAL REQUIREMENTS:***

The physical demands described here 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 the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; to talk or hear. The employee is frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, and climb. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.