

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Assistant to Manager – Gift Stewardship

DEPARTMENT: University Advancement

DATE: April 15, 2009

SCHEDULE: Monday-Thursday (Flexible)

FLSA: Non-exempt

REPORTING SUPERVISOR: Manager-Gift Stewardship

JOB FUNCTION:

Supports the Alumni/Development staff by providing clerical assistance, scanning/filing donor information, 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.

	<i>Percentage of time</i>	<i>Frequency</i>	<i>Description</i>
1.	10%	As Needed	Using a personal computer will look up ID numbers and research information on files.
3.	50%	Daily	Copy, scan, or file information related to donor records.
4.	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.
5.	25%	Weekly	Process thank you letters/pledge reminders for mailing.
6.	1%	As Needed	Assist with preparations and follow-up for special events.
7.	5%	Weekly	Process matching gift forms.
8.	1%	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.
9.	3%	Daily	Scan/file gift batches.

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 calculator.
12. Ability to use office hardware and software including PC, Microsoft word, excel, fax, printers, Raisers Edge, I-Series 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.