

## ***DRURY UNIVERSITY JOB DESCRIPTION***

**JOB TITLE:** DIAL Fundraising Team Member      **DEPARTMENT:** University Advancement

**DATE:** October 2, 2017

**SCHEDULE:** Flexible; Monday – Thursday, 5:00 - 9:00pm

**REPORTING SUPERVISOR:** Asst. Director of Annual Giving

**FLSA:** Non-exempt

**Job Function:** Supports The Annual Drury Experience Fund and Alumni Relations with constituent relationship building via fundraising activities, event notices, thanking donors, and surveying alumni.

**Essential Duties and Responsibilities:** This job description is not to be considered as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1	90%	Daily	Using a computer, internet and telephone, places calls to prospective donors including alumni, parents, and friends of Drury University.
2	5%	Daily	Accurately records gift and information updates. Updates demographic information, builds positive relationship with prospect, and raises funds for the university while working to reach team and individual fundraising goals.
3	5%	As Needed	Complete email stewardship messages to prospects in a timely and appropriate manner.

**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. Excellent interpersonal skills and attention to confidentiality are necessary for communicating effectively with a variety of people
2. Ability to solve problems and think critically and independently for organizing and completing workload
3. Ability to handle stressful situations to provide assistance and prepare information
4. Ability to understand and interpret instructions to accurately complete work independently
5. Ability to use a phone/software to place calls and record gifts
6. Ability to concentrate while proofreading and recording pledge forms with attention to detail.
7. Ability to meet deadlines and daily goals in an orderly and accurate manner
8. Ability to set goals, prioritize and organize tasks and workload in order to complete assignments in a timely manner
9. Ability to be dependable and responsible to assigned projects, including presence at all scheduled sessions
10. Strong verbal communication skills, grammar, and phone etiquette are necessary
11. Ability to communicate clearly and effectively
12. Must be able to work a minimum of 4 hours per week
13. Must be a regular, full-time day school student, enrolled in at least 12 hours 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 moderate.

**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 walk, sit, use hands to type, handle or feel, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand or climb. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.