



Title of Position:

Development Associate

Department: Institutional Advancement

Job Status: Part-Time

Reports To: VP for IA

FLSA Status: Non-Exempt

Work Schedule: Flexible within M-F, some evenings, an occasional weekend, 20-25 hours, possible remote work
Positions Supervised: None

POSITION SUMMARY

The Development Associate is responsible for managing administrative aspects of development in Institutional Advancement and will assist with donor stewardship and engagement by supporting special events.

Database and Administrative

- The associate attaches documents to media files and posts notes and actions on constituent records;
- assists with preparations and follow up for friend-raising special events including posting the events in Raiser's Edge and preparing event attendee thank you messages;
- assists with fundraising-driven events such as Thank You Day and Giving Day;
- assists with the 2023 Legacy Society; and
- performs other duties as necessary for the overall effectiveness of the department.

Events and Engagement

- The associate is responsible for supporting events and activities that meet the objectives of Institutional Advancement:
 - a. Public events and Seminary-wide special occasions which have community outreach and philanthropic objectives and opportunities.
 - b. VTS' outreach and presence at national, regional, and local events outside the Seminary.
 - c. Annual Alumni Convocation and Class Reunion dinner.

Gift Processing

- The associate is the backup for processing donations and pledges; and
- provides support for acknowledgement letters.

POSITION QUALIFICATIONS

Competencies:

- Ability to maintain strict confidentiality
- Detail oriented
- Ability to organize, establish objectives and priorities, and achieve goals
- Ability to work alone and under direct supervision
- Self-motivated and team oriented
- High level of computer literacy
- Demonstrated communication, organization, and critical thinking skills
- Effective interpersonal skills
- Ability to adapt to multiple and changing priorities

SKILLS & ABILITIES**Education:**

- Associate degree or an equivalent combination of education, training, and experience

Preferred Experience:

- One years' experience in an administrative or database environment for those with an associate degree
- One to two years' experience in an administrative or database environment for those without a degree

Technology Skills:

- Database knowledge and experience (preferably in Blackbaud, Raiser's Edge and Bloomerang)
- Proficiency in Excel
- Proficiency in Microsoft Word and PowerPoint

WORK ENVIRONMENT

Work is performed primarily in office.