



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Development Assistant

Department: Development Reports to title: Senior Development Officer, Director of Family Giving

Full Time: X Part Time: Date Prepared: July 9, 2019

Position Grade: AO-3 Regular Daily Work Schedule: 8:30-4:30

Pay Type: Weekly X Monthly Months Per Year: 12 Hours Per Week: 35

1. Summary of Position:

As a key member of the Leadership Giving team, the Development Assistant provides administrative support to the Family Giving Program and a Senior Development Officer. Other responsibilities include the maintenance of prospect records, the preparation of standard and special reports, coordination of information between and among the Leadership team, budget management and coordination of leadership giving committees, including the Family Leadership Council.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

30% Administrative

- Support the Director and Assistant Director of Family Giving and a Senior Development Officer; request donor updates and coordinate work with research team to seamlessly provide updated information on prospects
- Support all aspects of gift officers' travel including making/verifying flights, hotel and car reservations, and processing paperwork regarding tax credits
- Complete expense reports
- Support the management of the budget for Family Giving
- Prepare materials for department head, trustees, etc. and letters
- Coordinate interviews, appointments, visits on and off campus, conference calls, and campaign related meetings

30% Donor Relations

- Maintain close knowledge and understanding of gift officers' prospect lists in order to provide information on donors and donor prospects
- With the understanding of how gifts are processed, expedite requests and inquiries from College staff and faculty, trustees, alumni, parents, friends and key volunteers as needed
- Proactively manage and maintain gift officers' prospect lists including tracking and updating progress levels (in partnership with Research colleagues) and solicitation pipeline information, and entering contacts and other information including trip reports and events into the Advancement database
- Request donor updates from the Advancement Research team.

20% Events

- Provide coordination support for the Family Leadership Council
- Provide coordination support for on and off campus events including the preparation of presidential briefings

15% Reports

- Develop and run standard and specialized queries via ARI, Excel, and Access
- Send email broadcasts as required for webinars and invitations

5% Performs other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Frequent interaction and communication both verbal and written with individuals both inside and outside the College (alumni, trustees, vendors, etc.).

4. Education: (include certifications and licenses)

Required: High School Diploma or equivalent

Preferred: Bachelor's degree

5. Experience: (List specific skills necessary to perform this job)

Required:

- 3 years of related experience

- Strong technical skills with proficiency in Microsoft Office including Word, Excel, and Outlook; and ability to learn new software programs
- Demonstrated experience using the Internet and databases such as Access
- Strong verbal and written communication, time management, organizational, and interpersonal skills.
- Demonstrated high level of attention to detail
- Ability to take initiative, and work independently and collaboratively
- Commitment to and/or experience working with a diverse community

Preferred:

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – normal concentration
- Repetitive motion including hands, wrists, fingers
- Lift, carry, push and pull up to 15 pounds

7. Decision Making:

Determines how to carry out job responsibilities; makes operational/tactical decisions following established guidelines/procedures/policies. Determines urgency of existing projects and foresees bottlenecks/crunches and plans accordingly always keeping an eye on the big picture. Maintains confidentiality.

8. Supervision Exercised/Received:

Minimal supervision received by the supervisor

Supervisory Responsibility: Yes _____ No _____

Number of Employees Supervised: _____