Development Associate II (0312)

**Basic Purpose/Job Function:** Independently, or as part of a Development team, cultivates, solicits, and stewards donors within the general parameters of overall giving policies and plans.

**Examples of Titles Replaced:** None

**Typical Functions May Include:**

1. Soliciting and securing private gifts ranging from annual to major gifts from individuals, corporations and foundations

2. Assisting in setting fund-raising priorities and in establishing specific and long-range fundraising goals

3. Working with a defined group of prospects in all the aspects of a Development cycle, including identification, cultivation, solicitation and stewardship

4. Implementing, maintaining and assessing broad-based cultivation and stewardship efforts, which may include publications, mailings, special events, and campus tours

5. Working with members of the College, School, or program’s Board of Visitors

6. Working with confidential donor information, documenting donor interactions and solicitations in the institutional prospect management system, and helping to keep donor information updated

7. Providing interpretation regarding policies and procedures associated with Development activities

8. Working with legal documents, including donor agreements and planned giving vehicles

9. Designing and preparing special reports; participating in projects, programs and related development activities as required

10. Representing the organization at business and community meetings; conducting tours and/or giving presentations

11. Developing and managing budgets for fundraising activities

12. Developing and managing an individual business travel schedule within the constraints of University budgets and policies

13. Supervising and training staff and/or students engaged in support activities

14. Performing other related duties as assigned
Development Associate II (0312)

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May supervise student and/or clerical staff or other employees in the area of alumni communication and solicitation, including Development Associate I staff members.

Supervision Received: Receives general supervision from designated supervisor.

Minimum Qualifications:

- **Education**: Bachelor's Degree
  - **Type**: Determined by department

- **Experience**: 18-48 months
  - **Type**: Fund-raising, sales, gift planning, public relations and/or marketing

- **Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills, demonstrated ability to solicit gifts in person

- **Special Requirements**: Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies in a diverse community

- **Licenses**: Valid driver’s license

- **Certifications**: Determined by the nature of the position and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.