Development Associate I (0308)

**Basic Purpose/Job Function:** Assists in the cultivation, solicitation, and stewardship of donors within the general parameters of overall giving policies and plans.

**Examples of Titles Replaced:** Assistant Development Officer; Assistant Director, Annual Giving Programs; Assistant Director, President's Associates; Director, Alumni Outreach

**Typical Functions May Include:**

1. Soliciting and securing private gifts with an emphasis on annual gifts and/or high-end annual gifts from individuals, corporations and foundations
2. Working with a defined group of prospects in all the aspects of a Development cycle, including identification, cultivation, solicitation and stewardship
3. Supporting broad-based cultivation and stewardship efforts, which may include publications, mailings, special events, and campus tours
4. Supporting senior Development staff members with high-level solicitations
5. Working with confidential donor information, documenting donor interactions and solicitations in the institutional prospect management system, and helping to keep donor information updated
6. Developing and managing an individual business travel schedule within the constraints of University budgets and policies
7. Assisting with special reports, projects and related development activities as required
8. Representing the organization at business and community meetings; conducting tours and/or giving presentations
9. Performing other related duties as assigned

**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.

**Supervision Received:** Receives general supervision from designated supervisor.
Development Associate I (0308)

Minimum Qualifications:

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

- **Experience**: 0 - 24 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, good organizational skills and willingness 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.