



## Job Description

Job Title:	<b>Assistant/Associate Director, Development</b> (F/T, 40 hrs, 12 month)
Department:	Office of College and Alumni Relations
Reports To (Title):	Director of Development
Date completed:	August 2009

### JOB SUMMARY

*In three to five sentences, please briefly describe the job's primary purpose to the department.*

The primary purpose of this position is to cultivate and solicit prospective leadership gift donors primarily with gift potential of \$250,000 + to increase overall gift revenues for the College. The individual in this position will be responsible for capital and endowment gifts, estate gifts as well as Pioneer Fund gifts. This position is also responsible for donor stewardship and alumni event activity. This position may be called upon to represent the College in multiple ways beyond the specific scope of the job description.

### ESSENTIAL JOB FUNCTIONS

#	Responsibility	% of Time
(1)	Manage a portfolio of approximately 150 major donor prospects to cultivate, solicit, and steward significant gifts.	75%
(2)	Actively participate as a member of the development team by assisting in fundraising meetings and activities	15%
(3)	Assist with alumni activities on as-needed basis	5%
(4)	Serve as an active participant in the life of the college	5%

### GENERAL RESPONSIBILITIES

#	Responsibility
(1)	Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
(2)	Understand and comply with the policies of the College Staff Handbook.
(3)	Demonstrate commitment to customer service. Build trust with donors.
(4)	Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
(5)	Protect confidentiality of College information and highly sensitive prospect information.
(6)	Provide leadership to others through example and sharing of knowledge/skill.
(7)	Communicate with others in a courteous and helpful manner.
(8)	Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

***Does this job have supervisory responsibilities? \_\_\_ Yes \_x\_ No***

**If no**, proceed to the next section (supervision received).

## **SUPERVISION RECEIVED**

Quarterly meetings with supervisor to review goals, performance metrics, and strategies for major gift, planned gift, and Pioneer Fund cultivation and solicitation

## **EDUCATION**

*Level of education needed to successfully accomplish the essential duties of this job.*

Bachelor's degree (B. A.) from four-year college or university

## **EXPERIENCE**

*Level of experience needed to successfully start the position and accomplish the essential duties of this job.*

Higher ed development experience or transferable experience necessary

Three-plus years higher ed development experience preferred

## **ADDITIONAL INFORMATION**

*Include any other information that will aid in the preparation of an accurate description of this job.*

Opportunity for results-oriented individual with strong interest in fundraising.

## **COMPUTER OPERATIONS**

Intermediate personal computer skills, including electronic mail, routine database activity, word processing, spreadsheet, graphics, etc.

## **TRAVEL**

Extensive overnight travel (over 50%) by land and/or air.

## **SECTION 2: ESSENTIAL FUNCTION ANALYSIS**

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

## MENTAL/COGNITIVE REQUIREMENTS

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Effective communication skills (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Composing & comprehending communication materials (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Establishing effective interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Adjusting to changes (work load, environment, department structure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Making decisions of moderate to substantial consequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Performing mathematical calculations	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Editing reports or technical materials	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Planning and organizing (work load, schedules, events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Handle stressful, emotional and/or frustrating situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Working with numerous distractions	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Working under a time pressure and within timelines/deadlines	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Coordinating work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Handling multiple assignments and priorities	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Completing work in an accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Concentrating - maintaining attention to details and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Memory functions (remembering names, details and procedures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PHYSICAL/ENVIRONMENTAL DEMANDS

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	___	<u>  X  </u>	___	___
Walk	___	<u>  X  </u>	___	___
Sit	___	___	___	<u>  X  </u>
Use hands to finger, handle, or feel	___	___	___	<u>  X  </u>
Reach with hands and arms	___	<u>  X  </u>	___	___
Climb or balance	___	<u>  X  </u>	___	___
Stoop, kneel, crouch, or crawl	___	<u>  X  </u>	___	___
Talk or hear	___	___	___	<u>  X  </u>
Taste or smell	<u>  X  </u>	___	___	___

## WORKING CONDITIONS

Well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation.

*Does this job require that weight be lifted or force be exerted? If so, how much and how often?*

Check the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	___	<u>  X  </u>	___	___
Up to 25 pounds	___	<u>  X  </u>	___	___
Up to 50 pounds	___	<u>  X  </u>	___	___
Up to 100 pounds (with an assisted device)	___	___	___	___
More than 100 pounds (with an assisted device)	___	___	___	___

### Other physical working conditions.

If not applicable, check here:   X  

## PHYSICAL ACTIVITY LEVEL

Light physical activity performing non-strenuous daily activities of an administrative nature.

## MANUAL DEXTERITY

Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

Does this job have any special vision requirements?

Close vision (clear vision at 20 inches or less)

Distance vision (clear vision at 20 feet or more)

## WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<u>  X  </u>	___	___	___
Work near moving mechanical parts	<u>  X  </u>	___	___	___
Work in high, precarious places	<u>  X  </u>	___	___	___
Fumes or airborne particles	<u>  X  </u>	___	___	___
Toxic or caustic chemicals	<u>  X  </u>	___	___	___
Outdoor weather conditions	<u>  X  </u>	___	___	___
Extreme cold (non-weather)	<u>  X  </u>	___	___	___
Extreme heat (non-weather)	<u>  X  </u>	___	___	___
Risk of electrical shock	<u>  X  </u>	___	___	___
Work with explosives	<u>  X  </u>	___	___	___
Risk of radiation	<u>  X  </u>	___	___	___
Vibration	<u>  X  </u>	___	___	___

How much noise is typical for the work environment of this job?

Moderate noise (examples: business office with computers and printers, light traffic)