

Graduate Assistant for Development and Advancement Services University of Central Arkansas

Position Summary

This position reports to the Executive Director of Development. The Graduate Assistant for Development and Advancement Services will split time between supporting the Executive Director of Development and the Advancement Services Department. The qualified individual will support the Advancement Division in a variety of facets in regards to the efforts of soliciting major gifts from key constituents to the University of Central Arkansas.

Duties and Responsibilities:

Executive Director of Development (10 hours per week)

- Gather documents for Executive Director prior to their travels. This will include gift agreements, proposals, collateral, and other information from deans, department chairs and faculty.
- Generate proposals as needed
- Log all Contact Reports (CRs) into Raiser's Edge in an organized, accurate and consistent manner
- Assist with stewardship activities (e.g. birthday cards, coffee mugs, etc.)
- Assist with filing and other office tasks
- Attend and assist with fundraising/stewardship events as needed

Advancement Services (10 hours per week)

- Assist with updating donor/prospect information in The Raiser's Edge database
- Regularly review media sources for alumni updates and class notes
- Assist with prospect research
- Prepare alumni and donor profiles as needed

Required Qualifications

- Bachelor's degree from an accredited institution
- High level of proficiency in working with Excel and Word.
- Strong communication and interpersonal skills
- Impeccable work ethic
- Ability to manage confidential information with discretion and tact

Preferred Qualifications

- Strong writing and organizational skills
- The desire to work in advancement for a career upon completion of a degree
- Raiser's Edge database experience

Applicants must submit a letter of interest that addresses qualifications for the position; resume; and contact information for three current professional references to:

Dr. Mary Bane Lackie, mlackie@uca.edu

Applicant screening will begin immediately and continue until the position is filled. Applications received by December 5, 2018 will receive full consideration. The position will start in January 2019.

The University of Central Arkansas is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBT community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.