



AMERICAN INDIAN GRADUATE CENTER POSITION CLASSIFICATION AND DESCRIPTION

POSITION TITLE: Development Assistant
CLASSIFICATION: Non-Exempt
DEPARTMENT: Development
SUPERVISOR: Director of Strategic Partnerships
GRADE: NE

Position Summary:

Under direct supervision of the Director of Strategic Partnerships, performs a variety of administrative duties to support the efforts of the Development Department. The Development Assistant is primarily responsible for maintaining the donor database to ensure accurate information to support fundraising efforts.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Maintains all Development Department files and records.
- Processes recurring donor gifts on an monthly and quarterly basis.
- Maintains donor database, stays current on training of database software.
- Records donor gifts in database; generates and mails acknowledgement letters in a timely manner.
- Generates additional correspondence, as assigned.
- Updates all departmental mailing lists, as required.
- Manages email marketing to all donor data base constitutes.
- Generates fundraising progress reports as requested.
- Assists in researching and compiling data on donors/members/grantors/investors/partners.
- Assists in ensuring accurate and appropriate donor recognition for all contributors.
- Assists in planning and implementation of events, as assigned, including invitation production, mailings, RSVP lists, event coordination and personal support of the event(s).
- Participates in the development, implementation and evaluation of the organization's annual fundraising campaigns, including other general giving and special fundraising activities
- Supports initiatives, within annual giving, membership and alumni relation's areas, from initial planning and coordination stages to implementation and follow through. Participates in the success of these activities.
- Maintains strict student confidentiality and compliance with the Family Education Right to Privacy Act.
- Embodies AIGC Core Values and promotes the AIGC organization, staff and programs, in a positive and professional manner.
- Contributes to a team effort and accomplished related results.
- Perform other duties as required.

Minimum Qualifications:

Associate's degree or technical certificate required, plus three years experience in office environment; or equivalent combination of education and experience.

Valid Driver's License required. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Knowledge, Abilities, Skills and Certifications:

- Knowledge of American Indian History, culture and tribes.
- Knowledge of modern office practices, procedures and equipment
- Knowledge of business English, proper spelling, grammar, punctuation and basic arithmetic.
- Ability to write reports, business correspondence and procedures.
- Ability to communicate effectively in the English language, both verbally and in writing, with staff and the general public.
- Ability to follow oral and written instruction.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds, and with coworkers at all levels.
- Ability to represent the AIGC in a professional manner.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently, with minimal supervision.
- Skills in data entry.
- Skills in telephone etiquette.
- Skills in electronic file and record maintenance.
- Ability to demonstrate excellence in everything and continually seek improvement in results.
- Skills in operating business computers and office machines, including various software applications, specifically Word, Excel, Access, presentation software (such as PowerPoint).

Physical Demands:

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee frequently is required to walk. The employee, occasionally, is required to stand, stoop, kneel, crouch or crawl. The employee must, occasionally, lift and/or move up to 40 pounds.

Work Environment:

Work is generally performed in an office setting, with a moderate noise level. Extended hours and irregular shifts may be required. Tight time constraints and multiple demands are common. Travel will be required for training, meetings, conferences, presentations, and other events.