Job Title: Development Associate  
Date: June 23, 2015  
FLSA Status: Exempt  
Reports to: Vice President for Development and Institutional Advancement  
Department: Development and Institutional Advancement

JOB DESCRIPTION

Job Summary: Under administrative direction of the Vice President for Development and Institutional Advancement, Development Associate will record gifts, write acknowledgements/steward donors, serve as a liaison between the Development Office and Business Office, support fundraising events and special projects and other Development initiatives as assigned.

CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES
May include any and/or all of the following:

1. Support fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors.
2. Conduct prospect research as assigned.
3. Maintain database with Raiser's Edge software/programming; run reports and queries.
4. Serves as development liaison between Development and Business office to reconcile financial records.
5. Participates in special projects and other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Knowledge of development/fundraising concepts and appropriate acknowledgement/solicitation techniques.
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Ability to maintain high level of confidentiality
- Knowledge of Raiser's Edge a must; non-negotiable
- Knowledge of Microsoft Excel a must; non-negotiable
- Ability to interact with diplomacy and tact amid influential constituency and Board of Trustee members
- Willingness to work occasional events after hours or weekends

MINIMUM QUALIFICATIONS

Education and experience equivalent to:
Bachelor’s degree; supplemented with three (3) years of related experience. Experience working in non-profit faith based organization helpful, but not required.

APPLICATION INSTRUCTIONS

Please send cover letter and resume to cwiley@nyts.edu
No phone calls, no mail

APPLICATION DEADLINE

July 30, 2015