

chatham UNIVERSITY

Job Title: Development Associate

Department: Office of University Advancement

Reports to: Director of Individual Giving

Position Summary:

The Office of University Advancement, which serves a diverse population of over 15,000 Chatham University alumni and friends, is in search of a Development Associate. The Development Associate should be an organized, collaborative and highly motivated individual who will manage an array of fundraising projects in a fast-paced environment. They will support the Director of Individual Giving, AVP of Development and VP of Advancement with key major gift and campaign projects and donor engagement.

They will have an opportunity to work with the Donor Relations and Special Projects Manager on the Individual Giving Team, colleagues in University Advancement, faculty and staff across the University's three Schools, as well as alumni and donors. They will help plan, implement, monitor, and report upon successful fundraising initiatives. Initiatives will include but are not limited to reunion giving, President's Weekend, campaign events, giving societies, and various other solicitations and donor-focused events.

In collaboration with the Director of Individual Giving, the Development Associate will prepare prospect engagement strategies for assigned alumni and donors. They will also be responsible for maintaining monthly Individual Giving data and reporting. The position will play a vital role in engaging alumni and donors to build long-term philanthropic success and help the Individual Giving program meet fundraising goals.

Duties and Responsibilities:

- Plans, implements, and monitors fundraising projects, programs, and events designed to enhance philanthropic support to the University in collaboration with the Donor Relations and Special Projects Manager. Projects will include but are not limited to reunion giving, President's Weekend, campaign events, giving societies, and other miscellaneous solicitations and events.
- Proactively communicates with fundraising staff, faculty, alumni (volunteers and donors), and external constituents to ensure effective and timely coordination of fundraising and stewardship programs, projects, and activities.
- Works closely with the Director of Individual Giving to create prospect engagement strategies for fundraising staff, as needed, with assigned prospect pools to match prospects' interests to the priorities of the University.
- Utilizes DonorPerfect (alumni/donor management software) to create custom donor lists for relevant fundraising staff, mailing lists for events and appeals, giving society lists for stewardship touchpoints, and monthly Individual Giving data points for dashboard goals tracking.

- Researches, writes, edits, or oversees the preparation of persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other fundraising-related communication materials, as required.
- Drafts content and pulls images for fundraising and stewardship-related social media posts for the Alumni Association's Facebook and Instagram accounts.
- Performs miscellaneous job-related duties, as assigned.
- Active engagement in learning and practicing principles of social justice and inclusion.

Qualifications:

1. Bachelor's degree or equivalent combination of education and professional experience required.
2. At least 1-2 years of relevant experience, with preference for previous fundraising, higher education, and/or nonprofit and project management experience.
3. Proven strength in interpersonal and communication skills—written and oral.
4. Performs with accuracy and a keen attention to detail.
5. Experienced in successfully managing multiple, fast-paced projects independently.
6. Committed to working with diverse colleagues, students, and community members.
7. Ability to work occasional evenings and weekends when required for special alumni and donor events.

Physical Requirements: No or very limited physical effort required.

June 30, 2021