

**MORGAN STATE UNIVERSITY
JOB SPECIFICATON**



DEVELOPMENT ASSOCIATE

Class Code: 0019
Pay Range: 10

FLSA Code: N/E (Non-Exempt)
Job family/series: off pos

JOB SUMMARY

Under general supervision, assists in planning, organizing, and implementing fundraising and special activities.

PRIMARY DUTIES

1. Participates in telephone solicitations of alumni and other potential donors. Follow-up on gift pledges.
2. Coordinates gift processing requirements and procedures
3. Maintains and updates a data base of donors and fundraising activities. Prepares various status and activity reports.
4. Writes letters of acknowledgement to express appreciation for donations received.
5. Assists in making arrangements for special events by reserving rooms, arranging for food, preparing and mailing invitations, and other such activities.
6. Compiling and summarizes information on potential funding sources to be used in developing fundraising goals.
7. Assists in preparing and distributing fundraising or special events brochures, posters, letters, and other literature.
8. Provides general administrative support such as typing, answering phones, responding to general inquires, and mailings.

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Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree

Experience: One year direct sales or fundraising experience which may have involved phonathons, alumni relations, or special events.

Required Knowledge/Skills/Abilities

General knowledge of solicitation and fundraising techniques and procedures. Skill in performing arithmetic calculations. Skill in the use of computers and other office equipment. General knowledge of and ability to use word processing, database, and spreadsheet software. Ability to communicate effectively both orally and in writing. Ability to plan, organize, and prioritize assignments. Ability to gather and summarize information using a variety of sources. Ability to handle confidential matters. Ability to establish and maintain effective working relationships.

Other: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.