



Job Title	Development Associate, Donor Relations
PVN ID	QC-1805-002521
Category	Administrative Services
Location	QUEENS COLLEGE
Department	Office of Institutional Advancement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 18, 2018 (Or Until Filled)

General Description

This is a newly created position reports to the Director of Donor Relations. The Development Associate, Donor Relations, provides support for all donor relations activities, which includes creating endowment reports and personalized stewardship for major gift level donors. The Development Associate will work closely with the Director and other members of the Major Gifts team in all stewardship matters, including donor correspondence and events. Also assist in obtaining information for donors from member of the College community. Executes administrative, research, database and special project tasks within the Office of Institutional Advancement. Other duties as assigned.

Other Duties

Qualifications

Bachelor's degree required. Strong writing skills and editorial abilities. Ability to multi-task and work on multiple projects as needed. Very strong problem-solving, data gathering and organizational skills. Knowledge of Raiser's Edge a plus.