
Job Title	Development Associate
PVN ID	QC-1806-002557
Category	Clerical/Office Services
Location	QUEENS COLLEGE
Department	Office of Institutional Advancement
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 13, 2018 (Or Until Filled)

General Description

Queens College is seeking an energetic self-starter for the position of Development Associate. Working in a fast paced environment, he/she will be responsible for securing appointments for the Director of Development (DOD), the VP for Institutional Advancement and other high level staff; managing all follow-up correspondence, writing letters and/or gift proposals, database updates and maintenance and other duties as assigned. Applicants must exhibit professionalism, interpersonal skills and the ability to engage with individuals at all levels. Exceptional verbal and written communication skills, pleasant disposition, and strong work ethic are a must.

Other Duties

- Secure high level appointments with alumni and friends of Queens College for the Director of Development (DOD) and other fundraising staff.
- Manage follow up correspondence after donor/prospect meetings on behalf of DOD and VP.
- Work closely with DOD to manage prospect pipeline.
- Maintain Raiser's Edge database records by entering pertinent meeting information on behalf of staff.
- Assist on all aspects of special alumni/donor events.
- Assist in determining strategy for prospect engagement and cultivation.
- Manage preparation materials with the DOD for the bi-weekly strategy meetings and take minutes.
- Write proposals with the DOD for individual donors, as well as working with faculty to obtain information and draft proposals for academic departments and campus programs.
- Facilitate donor stewardship.
- Arrange alumni speaker classroom visits and trips to alumni office for students.
- Lead campus tours for high-level prospects/returning alumni.
- Co-staff DOD, VP and other staff members on visits with potential donors.
- Answer phones as needed

Qualifications

Applicants must be proficient in Microsoft Word, Excel and Outlook.

BA degree preferred and at least 2 years' experience working in a fast paced office environment. A cover letter is also required and must state why you would excel in this position.