Asst Dir, University Advancement

Job Code 50031533

General Description
Assist in the organization and coordination of the fundraising programs for the University.

Examples of Duties
Assist in the coordination and management the fund-raising efforts of the University.
Complete fundraising activities for University Advancement.
Coordinate volunteer fund raising activities.
Supervise and oversee the duties of development officers.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
Fund raising techniques and understanding donor motivation.

Skill in:
Marketing the University; working with volunteers.

Ability to:
Read and understand legal documents; review and edit proposals; understand wills and bequests, unitrusts; prepare reports, letters, and proposals for fund-raising efforts; review charitable remainder trusts.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements