Position Title: Development Assistant
Department: Office of Advancement
Reports To: Senior Development Officer
Hiring Range: $48,529- $53,264

General Accountability

Reporting to the Senior Development Officer, the Development Assistant supports St. Jerome’s University’s strategy around fundraising, donor relations and alumni relations. The Development Assistant is responsible for managing all administrative functions of the Office of Advancement to support its efficient and effective operation. They manage donor information and prospect identification and support the Senior Development Officer with executing the fundraising strategy, including playing a key role in the execution of fundraising events and direct response requests throughout the year.

Nature and Scope

St. Jerome’s University provides a culture and environment for employees that endeavors to promote the mission and vision of the university. Employees contribute to the larger institutional goals and conduct themselves in a manner that fosters the prevailing sense of collegiality among faculty, staff and students.

The Development Assistant plays a critical role in ensuring the Senior Development Officer has all of the necessary and current information to support fundraising and donor relations activities, to foster positive long-term relationships with donors and alumni. They have a passion for data and research, and identify connections for potential fundraising opportunities through their prospect management research. Their attention to detail contributes to their success in managing direct response activities and event coordination throughout the year.

Specific Accountabilities

Information management & Prospect management
- Manages all data in the customer relationship management database and ensures it is updated regularly with all relevant information
- Stays informed of SJU’s activities, events, and fundraising priorities to identify connections between prospects and fundraising opportunities
- Actively seeks out new prospects and coordinates prospect identification and research activities
- Keeps Senior Development Officer informed of top prospect list
• Liaises with high profile volunteers with community connections in support of prospect identification
• Develops materials for donors, prospects, and alumni, including briefing notes and packages

**Direct response & Fundraising support**
• Coordinates campaigns multiple times throughout the year to request gifts to the institution
• Responds to donor inquiries and information requests
• Supports the Senior Development Officer in executing the fundraising strategy
• Assists with the creation of fundraising materials and packages for distribution
• Supports the Senior Development Officer with gift acknowledgement and donor recognition stewardship processes

**Event Coordination**
• Coordinates fundraising and alumni engagement events throughout the year
• Collaborates with the Senior Development Officer to strategically recruit volunteers that are well connected in the community
• Assists with training and supervising volunteer teams
• Assists with the coordination of event communications, including invitations, emails, web and social media content and correspondence with event attendees
• Coordinates and manages event registration processes
• Liaises with external vendors as required

**Other**
• Maintains and updates process documentation for the Advancement office
• Stays current on Advancement best practices
• Coordinates campus visits made by key donors, as required
• Maintains and updates digital communication platforms with advancement activities and priorities
• Other duties as assigned

**Working Conditions**
• Regular office environment
• Some evenings and weekends required
• Some travel required
• Some lifting required to support events

**Qualifications Required**
• Bachelor’s degree preferred or equivalent combination of education and experience
• 2+ years of administrative experience required
• Fundraising experience an asset
• Supervisory and/or volunteer management experience an asset
• Proficient using office technology and databases
• Strong research and analytical skills
• Excellent attention to detail
• Good project coordination skills
• Ability to direct, motivate, and manage volunteers
• Excellent interpersonal, communication, and customer service skills
• Ability to exercise diplomacy, tact, and confidentiality