

**Position:** Donor Relations Assistant (Scholarships)

**Department:** Development

**Reports to:** Associate Director for Scholarship Giving

**Job Summary:** Functions as an integral member of the Office of Development team and is responsible for working with Development staff to provide effective stewardship of the College's endowed scholarship program.

**Duties and Responsibilities:**

- Supports all operational aspects of the Departments' Endowed and Quasi-Endowed Scholarship Programs.
- Assists in the organization and execution of receptions for scholarship donors and recipients.
- Assists in organizing and preparing donor recognition content for the College's major alumni print and web publications.
- Maintains regular stewardship outreach and communications via print, e-mail, and social media.
- Manages large department mailings, both internally and with external vendors.
- Takes a lead role in the organization and presentation of Scholarship Orientation and growing the Scholarship Affinity Group.
- Assists in the organization and execution of major Development events and regional receptions.
- Performs other duties as assigned.

**Qualifications:**

- Bachelor's degree.
- At least two years of experience in development or fundraising, preferably in higher education.
- Strong verbal and written communication skills, including excellent grammar, writing, proofreading and editing abilities.
- Computer proficiency to include Microsoft Office, with strong emphasis on Excel, PowerPoint, Publisher and Word/Mail Merge. Web design knowledge is preferred.
- High energy and a positive attitude.
- Ability to multi-task effectively.
- Self-starter, team player, and detail oriented.
- Strong passion for and commitment to the College's mission.
- Ability to work some late evenings and weekends as necessary.

Interested applicants can apply by clicking [here](#).