

POSITION: Development Assistant
DEPARTMENT: Institutional Advancement (IA)
SUPERVISOR: Vice President for Institutional Advancement
FLSA STATUS: Exempt – Professional
DATE REVISED: 1/10/2019

Overview:

The Development Assistant for IA is responsible for supporting the department staff by providing the necessary services required for Seminary of the Southwest's department of Institutional Advancement to function at a high level of proficiency.

This position requires technological expertise and attention to detail. It supports the full range of fundraising activities including annual fund, alumni relations, major gifts, planned giving, foundation relations, events, campaign management, and the cultivation and stewarding of donors. The candidate must be a team player who has experience in a complex office environment, who thrives on concrete goals, and who rises to high expectations. The candidate must display exceptional communication skills, including phone and email etiquette. A strong candidate will have interest in building a career in the field of fundraising and will have 2-3 years of experience in a fast-paced collegial work place, preferably a nonprofit.

Essential Functions & Responsibilities:

- Work as a key member of the IA team and as the main contact for the office when team members are not available
- Work closely with IA staff while on the road to ensure that travel arrangements and donor visits/appointments are confirmed, reserve restaurants and meeting spaces, and coordinate both preparation and follow-up materials for all visitors and visits (PR packets).
- Coordinate work-study students for the department
- Provide support for all fundraising efforts including but not limited to: print mailings, event prep and execution, written gift acknowledgements, database information updates, and expense reports
- Support the VP for Institutional Advancement
 - Assist with and coordinate donor visits with the Chief of Staff for the Dean and President's Office
 - Support the VP with daily tasks and weekly meeting preparation

Requirements

- Bachelor's degree or equivalent combination of education and work experience
- A minimum of one to three years' experience in fundraising, or related field of work
- Excellent oral and written communication skills; exceptional interpersonal skills
- Strong organizational skills; ability to multi-task and set priorities
- Ability to work independently and in a team environment
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages
- Solid knowledge of Microsoft Office
- Ability to represent Institutional Advancement professionally
- Flexibility to work some evening and weekend hours

- Possess strong critical thinking skills in addition to good judgment and strong attention to detail
- Must be capable of working with sensitive information with discretion and complete confidentiality
- Ability to maintain regular, punctual work attendance

Preferred Qualifications:

- Technical fluency with the Raiser’s Edge database
- Technical fluency in G-Suite, Constant Contact, and InDesign
- Knowledge, understanding, and appreciation of the Episcopal Church

Working Environment

- Works primarily in a climate controlled indoor office environment
- Sedentary, sitting, walking, stooping, occasional lifting from floor, bending, frequent near vision use, occasional stress
- Occasional lifting up to 25 pounds
- Occasional traveling in aircraft, automobiles, and public transportation

Miscellaneous

- Valid Texas driver’s license, clear driving record required
- Clear criminal background check prior to and during employment required
- Eligibility to work in the United States required

Benefits/Compensation

A competitive compensation package will be offered for this position based upon the successful candidate’s education, skills, experience, and potential for contribution toward the success of Seminary of the Southwest. The position offers coworkers who are dedicated to the mission, vision, and core values of the institution and attractive benefits including:

- Employer paid health insurance, term life insurance, accidental death and disability insurance
- Employer contribution to 403(b) retirement plan
- Section 125 cafeteria plan
- Paid vacation and generous holiday schedule

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including the leadership of Seminary of the Southwest, without prior consent nor will reference contacts be made until mutual interest has been established.

Policy on Non-Discrimination

The Seminary considers employment candidacy without regard to age, disability, race, sex, color, nationality, ethnic origin, sexual orientation, gender identity, and gender expression. The Seminary does not discriminate on the basis of these factors in the administration of its admissions policies, federal student aid programs, educational policies, housing policies, student activities, employment, and all other school administered programs.

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