



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 12/17  
**FLSA:** Exempt  
**PTO:** VCS

## ***JOB DESCRIPTION***

### ***TITLE***

Development Assistant

### ***JOB SUMMARY***

As an active member of the University Advancement team, this position performs assigned duties related to fundraising activities. Responsibilities include general support for development communications, social media, and events. Additionally, the position supports constituent and volunteer engagement activities, maintaining constituent data, stewardship communication, and facilitating meeting arrangements. Work is performed independently and requires the employee to be able to schedule, supervise, and set priorities and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Associate Vice President, Development

*Supervises:* May direct the work of student assistants

### ***ESSENTIAL DUTIES - Includes, but not limited to the following:***

- Assists with designated fund raising and constituent engagement activities.
- Assists in producing divisional mailings, including direct mail campaigns and event materials and invitations.
- Assists with stewardship projects including follow up communication to donors via mail, e-mail, and phone.
- Responds to telephone questions and inquiries from constituents regarding division activities
- Maintains a variety of complex and/or confidential records.
- Assembles and organizes materials used by the supervisor in completing work assignments.
- Prepares routine appointment and budget forms, periodic reports, and research.
- Performs specialized functions and completes special projects.
- Supports prospect research function.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

### **EDUCATION**

Bachelor's degree or an equivalent of experience and education.

### **EXPERIENCE**

Three years job related work in general area of fund raising, public affairs, research and proposals.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Working knowledge of fund raising.
- Knowledge of computer technology and software programs and their application to information management.
- Ability to develop and maintain effective work relationships.
- Ability to communicate effectively, both orally and in writing.
- Ability to motivate volunteers.
- Ability to travel to business related events.
- Ability to work indoors as well as outdoors when necessary.
- Ability to perform mathematical calculations and/or verify information accurately.
- Ability to communicate effectively orally, by phone, in person, and in writing with a variety of constituents including legal and financial professionals.
- Ability to use a personal computer and other office equipment, including University related software and email.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***