Jefferson State
COMMUNITY COLLEGE

INTENT TO EMPLOY

Reposting Date: May 3, 2021

Position: Development Assistant

Minimum Qualifications:
1. Associates degree **required** (May substitute five years of related work experience for one year of education up to a maximum of four years education equivalency. For example, ten years of related work experience will be equated for an associate degree **required**. For clarification, please contact Human Resources.) Bachelor's degree **preferred**.
2. A minimum of one (1) year of full-time related work experience managing Raiser's Edge or closely related CRM donor software database with the ability to enter gifts, edit/update tables, manage and track campaigns and funds, update records, track and monitor appeals, pull reports, and write queries and reports **required**.
3. Strong knowledge of database best practices and procedures. Experience with exporting, importing, queries, and reporting **required**.
4. Familiarity and experience in supporting comprehensive fundraising functions and with donor tracking metrics **required**.

Job Functions:
The Development Assistant functions as primary administrative, overall management and daily operation of the development database (Raiser's Edge) used to track donors and contributions, prospects, events and other donor activities. The Development Assistant is also responsible for providing a wide variety of skilled administrative and clerical support for development department which, by nature of position, involves exposure to sensitive information and requires considerable use of tact, diplomacy, discretion and judgement. The employee will:
1. Assist and support the college's staff and volunteers with information and materials in overall development efforts.
2. Follow all development office gift processing and other financial recording procedures.
3. Enter all gifts into the database and prepare donor acknowledgement letters.
4. Maintain constituent records, research donor and prospect information and work with other departments to obtain updates as needed.
5. Develop and generate simple and complex queries, exports, reports, metrics tracking, ad hoc requests as needed and other department requests as required.
6. Prepare mailing lists, including annual appeal and event invitation lists, and email lists for electronic communication.
7. Perform advanced data functions including merging records, clean-up global changes, and special import projects and reporting.
8. Coordinate staff training in database procedures.
9. Assist with thorough documentation of communications and interactions with donors and prospects in individual constituent notes records including tracking of donor engagement statistics.
10. Create and maintain systems and procedures to prevent breaches of confidential and/or sensitive information collected and retained.
11. Maintain and review current and recommend new database modules and technology as needed.
12. Assist Development Director as needed and complete all other projects and related duties as assigned.
13. Must exhibit: High proficiency in MS Excel and MS Word. Strong organizational, project management, verbal and written communication skills, including the ability to speak with and write letters to a very diverse donor base. High Level of initiative and follow through, including the ability to work independently and collaboratively.
14. Aptitude for creative problem solving with the ability to juggle multiple projects on tight deadlines.
15. Perform other related job duties as assigned.

Salary: $31,077.00 to $45,935.00 based on ACCS Board of Trustees Salary Schedule E3/05 and experience.

Application Deadline: 4:30 p.m., May 17, 2021

Application Procedure: An application packet consists of:
1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. (For clarification, please contact Human Resources)

"EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED"
Materials may be submitted to:
Human Resources
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720
This Employer Participates in E-Verify