

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: December 3, 2019

Position: Development Office 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. For clarification, please contact Human Resources.)
2. Three (3) years of full-time related work experience **required**.

Job Functions:

The Development Office Assistant supports the college's development staff in coordinating the college's development efforts. Duties include day-to-day administrative and operations support to the development office in furtherance of the college's strategic plan. The employee will:

1. Assist and support the college's staff in successful development efforts.
2. Assist development staff and volunteers with information and materials as needed.
3. Research and compile prospect lists as directed.
4. Research and prepare donor prospects profiles.
5. Manage the donor database including data entry.
6. Establish and maintain accurate and complete donor records, (donor gifts, pledges, assignments, gift records, progress reports, and final report compiling).
7. Record incoming pledges, gifts, payments, and prospect and donor information.
8. Draft acknowledgments of pledges and gifts.
9. Draft pledge payment reminders and schedules.
10. Update weekly gifts and pledges reports and memos.
11. Update monthly pledge report to reconcile campaign and financial records.
12. Solicit materials for volunteers (prospect profiles).
13. Draft, edit, copy and produce all reports as needed.
14. Keep database accurate and up-to-date.
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., December 17, 2019

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

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. **Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.**

EQUAL OPPORTUNITY EMPLOYER