



## Development Specialist - Development Team *Job Description*

*Washburn University Alumni Association and Foundation is committed to building a community of support to continuously strengthen Washburn University and enhance the educational opportunities and experiences of our students. We build life-long partnerships with alumni and friends, and secure, invest, and steward private financial support.*

**Job Classification:** Non-Exempt, Full-time

**Work Schedule:** Monday - Friday, 8:00am - 5:00pm  
Occasional evening and weekend hours

**Reporting Relationship:** Executive Assistant to the President

### **Primary Accountability:**

The Development Specialist – Development Team position is an integral part of the Washburn University Alumni Association and Foundation (“the Foundation”) donor relationship development and fundraising team. The Foundation has ambitious fundraising plans and development specialists provide support for handling day-to-day details of the office to ensure deadlines are met, timely customer service is provided and fundraising goals are achieved. This position enhances the impression of the Foundation by providing professional, efficient and personalized service to the Foundation staff, donors and the public. This position is a component of the Foundation Administrative Support Team and provides direct administrative support to the fundraising team as assigned.

### **Major Duties Include:**

- Organizes, plans and prioritizes work assigned by Development Directors and other fundraising team members; requires critical thinking;
- Makes appointments with donors, prospective donors, campus partners and alumni;
- Manages calendars, meetings and travel plans for Development Directors, including but not limited to: scheduling appointments, arranging and preparing for meetings on- and off-site, coordinating in-state and out-of-state travel plans (flight, hotel, rental car, etc.), and assists with campus and community event planning;
- Provides training of other development specialists as needed;
- Prepares correspondence, form letters and other reports, sometimes involving non-standardized data or information of a complex nature. Assists with project mailings, manipulates data and uses mail merges. Uses multiple software applications (Microsoft Word, Excel, PowerPoint) to complete various clerical functions in a professional manner;
- Prepares and maintains appropriate files and records of a confidential and sometimes complex nature;
- Provides clerical support as needed in support of fundraising as needed;
- Maintains accurate records in the donor information system (Raiser’s Edge) and sends updated information to the data management team;
- Prepares electronic deposit of cash receipts, credit card payments and related logs as needed;



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- Uses office telephone procedures and etiquette properly;
- Operates a multi-line business telephone console and screens calls for specified area;
- Greets visitors and directs to appropriate staff person(s) or area; and
- Performs other work as directed or required; actively seeks ways to assist the assigned Development Officers to enhance their ability to meet fundraising goals.

### **Student Front Desk Assistant Supervisor Related Duties:**

- Manages and supervises part-time student receptionists. This includes hiring quality Washburn University students, training and ensuring they understand and complete their assigned responsibilities; and
- Ensures the front desk and main phone line are covered during appropriate business hours by developing and maintaining student schedules and communicating the schedules with staff members.

### **Qualifications:**

- High School diploma or GED is required; two years of college coursework or Associate's Degree preferred;
- Three to five years experience in an administrative assistant role is required;
- Experience in sales and/or customer service environment helpful;
- Intermediate level skills required in Microsoft Office software, including ability to perform mail-merges in Word, create presentations in PowerPoint, manipulate data in Excel and maintain calendars in Outlook. Relational database experience preferred;
- Experience with office practices and procedures;
- Proficient in English, grammar, spelling, punctuation, professional telephone etiquette and basic math; above average writing skill;
- Ability to organize, multi-task, plan and set priorities with minimal supervision and participate as part of a team; [www.hrpartnersks.com](http://www.hrpartnersks.com)
- Acute attention to detail is required;
- Ability to exercise good judgment;
- Must exhibit strong interpersonal communication skills and the ability to establish and maintain effective working relationships inside and outside the Foundation and across all levels of the organization;
- Position continually requires demonstrated poise, tact, and diplomacy with the ability to handle sensitive and confidential information and situations; and
- Reliable and predictable attendance.

### **Physical Demands:**

- Ability to sit for extended periods of time;
- Ability to read computer screens and mail; and
- Ability to unpack and move supplies up to 50 lbs.



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**Work Environment:**

- Professional and deadline-oriented environment in an office setting; and
- Interaction with staff and customers.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

**To Apply:**

Please go to HR Partners at [www.hrpartnersks.com](http://www.hrpartnersks.com) and click on "Apply Now!" under "Jobs" to submit your resume, cover letter and three professional references.

**EEO Employer**