

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	ASSISTANT DIRECTOR OF RESOURCE DEVELOPMENT AND ALUMNI RELATIONS
Revised: 10/07/13	Department	INSTITUTIONAL ADVANCEMENT
Level: Professional	IPEDS	OTHER PROFESSIONAL
FLSA: Exempt	Reports to	DIRECTOR OF INSTITUTIONAL ADVANCEMENT

POSITION SUMMARY

The Assistant Director coordinates and implements the activities that support the Resource Development and Alumni Relations objectives. These activities include, but are not limited to the Foundation's annual fundraising events, employee-giving campaign, Alumni and Friends newsletters, scholarships, and special events. The AD works cooperatively with the Director to maintain positive relations with donors, alumni, and college personnel.

MAJOR FUNCTIONS

1. Coordinate and oversee the annual fundraising campaigns for the Foundation.
2. Coordinate and oversee the employee-giving campaign.
3. Write and publish the Alumni and Friends newsletter a minimum of two times per year.
4. Work cooperatively with the Alumni Committee to develop graduation and alumni functions and awards.
5. Coordinate the annual scholarship banquet, annual meeting, and wreath auction for the College Foundation. (phonathon, brick campaigns, potentially new events/campaigns)
6. Maintain records of instructor grant applications and related records/reports.
7. Establish and maintain rapport with college employees, students, alumni, Foundation members, and the general public.
8. Support the Director in the accomplishment of his/her duties.
9. Fulfill other duties as assigned by the Director which job-related circumstances may demand.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's degree in related field is preferred.
2. Experience working with fundraising and organizing events.
3. Excellent communication and interpersonal skills.
4. Ability to plan, organize and implement responsibilities effectively.
5. Well developed spelling, grammar, and proofreading skills.
6. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
7. Ability to analyze and extract data.

8. Ability to establish and maintain positive working relationships with other employees, alumni, Foundation members, students, and the public.
9. Ability to handle confidential material judiciously.
10. Ability to work independently with a minimum of supervision.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. Experience and knowledge of publishing software, MS Publisher, Adobe, MS Suite.
3. Ability to learn and use Jenzabar software program.

WORKING CONDITIONS

1. Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work will be required from time to time for special events.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

PHYSICAL DEMANDS

1. Office administration work part of the time involving sitting much of the time but will involve mobility within the campus and various sites.
2. Other activities may require lifting up to 25 pounds, moving materials from one place to another,
3. Input, access and distribute information using computers.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Excellent writing skills.