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<b>Job Title</b>	Development Associate
<b>PVN ID</b>	QC-1712-002229
<b>Category</b>	Administrative Services
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Office of Institutional Advancement
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 02, 2018 (Or Until Filled)

## General Description

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Queens College is seeking an energetic self-starter for the position of Development Associate. Working in a fast paced environment, he/she will be responsible for securing appointments for the Director of Development (DOD), the VP for Institutional Advancement and other high level staff; managing all follow-up correspondence, writing letters and/or gift proposals, database updates and maintenance and other duties as assigned. Applicants must exhibit professionalism, interpersonal skills and the ability to engage with individuals at all levels. Exceptional verbal and written communication skills, pleasant disposition, and strong work ethic are a must.

## Other Duties

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- Secure high level appointment with alumni and friends of Queens College for the Director of Development (DOD) and other fundraising staff.
- Manage follow up correspondence after donor/prospect meetings on behalf of the DOD and VP.
- Work closely with DOD to manage prospect pipeline.
- Maintain Raiser's Edge database records by entering pertinent meeting information on behalf of the staff.
- Assist on all aspects of special alumni/donor events.
- Assist in determining strategy for prospect engagement and cultivation.
- Manage preparation materials with the DOD for the bi-weekly strategy meetings and take minutes.
- Write proposals with the DOD for individual donors, as well as working with faculty to obtain information and draft proposals for academic departments and campus programs.
- Facilitate donor stewardship.
- Arrange alumni speaker classroom visits and trips to alumni offices for students.
- Lead campus tours for high-level prospects/returning alumni.
- Co-staff DOD, VP and other staff members on visits with potential donors.
- Answer phones as needed.

## Qualifications

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Applicants must be proficient in Microsoft Word, Excel and Outlook

Applicants must have a BA degree and at least 2 years' experience working in a fast paced office environment. A cover letter is also required and must state why you would excel in the position.