



**MANSFIELD UNIVERSITY FOUNDATION: a 501(C)3 Non-profit Organization
Seeks Candidates for Development Assistant Position**

Position Description:

The MUF seeks a full time Development Assistant to assist staffs in stewarding donor relationships, perform gift and pledge entry, process donor acknowledgment letters, do general data entry and provide fiscal and administrative support as needed to help the MUF build relationships with our constituencies to meet our financial and development goals.

Qualifications:

Attention to detail, ability to work in a self-directed manner and meet deadlines in a fast-paced environment are a must. Excellent organizational ability, advanced interpersonal communication skills and demonstrated computer proficiency with Microsoft Office programs required. Knowledge of Raisers Edge and Financial Edge or other donor and general ledger software helpful.

Responsibilities:

- Answers telephone, greets visitors, handles the mail and maintains the organizational hardcopy and electronic files.
- Provide support to fundraising staffs and accountant in response to donor's questions.
- Enter and update gifts, pledges and other donor information in Raiser's Edge in an accurate and timely fashion.
- Assist with the accounting function, including daily reconciliations, special reports and preparing funds for deposit and making deposits.
- Enter fiscal investment information into spreadsheets and integrate functions of Raisers Edge with Financial Edge to upload gifts, etc.
- Produce donor acknowledgement letters, stewardship and project activity reports, merge direct mailings and prepare and assemble mailings.
- Assist with Board Committees as necessary, including taking and preparing high-level meeting minutes and preparing committee packets and materials.
- Assist with donor research as requested
- Run monthly and other special reports on gifts and for other listings.
- Maintain donor confidentiality.
- Assist with large mailings for development activities (major donor renewals, invitations, etc.)
- Perform other tasks as needed to carry out fundraising objectives and priorities for entire organization.

Reports to:

Foundation Executive Director or their designee.

Compensation:

Compensation commensurate with experience, \$25,000 to \$29,250. Excellent benefits. ***Excellent position for anyone interested in being a team player on a team committed to progress.***

Please send resume and cover letter to:

Rebecca Bair, Director of Development
Mansfield University
5 Swan Street – 522 North Hall
Mansfield, PA 16933

Position is open until filled. First review of applicants will begin on November 16, 2009.