Part-Time Donor Relations Administrative Assistant Job Description

$18/hour; 19 hours/week; 24 weeks (September 2023 – February 2024)

Overview:

- The Donor Relations team within the Office of Development and Alumni Relations is seeking a part-time Administrative Assistant. The successful candidate will support the work of the Donor Relations team by executing specific job duties that support the work of expressing gratitude to the University’s donors and demonstrating the impact of philanthropy.
- The position is part-time, a total of 19 hours/week. The suggested schedule (open to negotiation) is Monday 9am-noon, Tuesday and Wednesday 9am-4:30pm with an hour lunch break and Thursday 9am-noon. Work will be performed remotely on Mondays and Thursdays and on-site Tuesdays and Wednesdays.

Job responsibilities:

- Performs data work that supports the mission of the Donor Relations team, utilizing DAR systems and Microsoft Office products. This includes documenting donor recognition society pieces, such as welcome packets and pins/milestone recognition, in DAR systems for tracking purposes. It may also include maintaining information related to named stewarded funds, such as fund history, criteria, special handling notes and stewardship details.
- Prepares and oversees mailings of stewardship materials such as donor recognition society deliverables, stewardship gifts, thank you notes, etc.
- Conducts outreach to students and other individuals who benefit from donor-supported funds, in order to collect and organize impact information that is shared with donors. Performs additional administrative tasks related to engaging donors with the beneficiaries of their support, such as preparing thank you note writing materials, organizing student headshots, etc.
- Assists and supports the administrative operations of the Donor Relations team with additional tasks as deemed appropriate, which may include budget support, calendaring and other duties as assigned.

Qualifications:

- High school diploma or GED, Associate’s degree preferred, and two-to-four years of experience in administrative support.
- Excellent written, organizational, and oral communication skills required. Requires knowledge of the principles and practices of office management.
- A demonstrated and advanced level of skill with spreadsheets, databases and presentation software. Proficiency with MS Excel is required, as well as comfort working with new software systems.
- Ability to communicate and interact well with people of all ages and diverse backgrounds.
- Ability to handle sensitive material and information confidentially. Maturity, poise, judgment, and professionalism are essential.
- Ability to work as a team player and help provide support during events and/or activities when necessary.

To Apply: Please send your resume, cover letter and two professional references to Jacki Piha, jlpiha@udel.edu.