

**DEVELOPMENT OFFICE TECHNICIAN**

**DEFINITION**

To assist the development office in its daily duties of relating to the public, perform research and analytical studies required to identify potential resources in both the public, private and corporate sector; to work in cooperation with the entire campus community to develop fiscal resources and assist in marketing the college's development efforts.

**DISTINGUISHING CHARACTERISTICS**

Positions in this classification are assigned to a wide variety of duties involving fund-raising activities including research, community relations, public information and record keeping.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a manager. Exercises technical or functional supervision over student assistants.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Conduct research utilizing the National Foundation Center Library, computer data banks, financial publications and other print media as well as other appropriate sources identified as useful research tools. Gather data necessary for development and fund raising.

Assist in the development of community liaisons: individuals and organizations that may provide needed resources to build area-wide support for effective fund raising.

Continuously develop, monitor and maintain accurate, up-to-date computer records. Be informed, stay current and in compliance with all direct-mail requirements of the U.S. Post Office to assure deliverable mass mail pieces.

Survey publications and assist in assembling an effective office reference library.

Create copy and marketing materials in support of the Development Office objectives.

Establish alumni computer records.

**MINIMUM QUALIFICATIONS**

Knowledge of:

General principles of research and analysis in the area of development/fund raising.

Sound principles of records management.

Effective fund raising strategies, development of project timelines, long range goal planning, and monitoring all ongoing projects.

Effective communication skills.

(Over)

**MINIMUM QUALIFICATIONS (CONTINUED)**Skill to:

Operate a microcomputer for text editing, file maintenance, and data search (utilizing SAS and Query systems).

Compile, refine and develop extensive data systems.

Create exceptional written materials for development/fund raising purposes.

Lead and work effectively with other individuals and groups in the campaign process.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two or more years of experience with a foundation, non-profit fund raising campaign or organization, or a college development office or equivalent.

Demonstrated experience in the development of good marketing materials.

Training:

Equivalent to completion of an associate degree from an accredited college or documented career achievements relating to the equivalent of a degree.