

**SCHOOL SISTERS OF NOTRE DAME  
CENTRAL PACIFIC PROVINCE  
Job Title: Development Assistant**

**Date:** 8/16/2019

**Location:** Mankato, MN

**Department:** Resource Development

**General Summary:**

The Development Assistant provides support to the Resource Development Department through data entry and special event planning and execution. As a member of the Resource Development Department staff, the Development Assistant reports to the Resource Development Director. Through the services she/he provides, the Development Assistant fosters understanding of the mission and charism of the School Sisters of Notre Dame and generates support for the mission and ministries of the province.

**Essential Duties and Responsibilities**

- Perform duties in a manner consistent with the mission, values and policies of the School Sisters of Notre Dame.
- Enter donor data accurately including: gifts, pledges, contact information and relationships.
- Ensure the quality and integrity of all new and existing data by following manager's protocols and procedures.
- Work with the Database Manager to ensure database is maintained and updated.
- Process gift batches and generate acknowledgements and donor receipts, while meeting gift entry and reporting deadlines.
- Process credit cards, checks, wire transfers, and stock donations as directed by the manager.
- Perform mail merges utilizing Microsoft Word, Excel and Raiser's Edge software to prepare and assemble mailings of thank you letters, envelopes, donor birthday lists and other documents as requested.
- Coordinates and Assist with fundraising and friend-raising events on campus.
- Organize and manage volunteers on an as needed basis.
- Assist the Resource Development Director and department staff with special projects and assignments, as directed.
- Clerical duties as needed.
- Occasional weekends and travel required.
- Follows Safety procedures.
- Performs other tasks as assigned by Resource Development Director.
- Attends workshops, in-services and campus employee meetings as required.

### **Education and Experience**

- Post-secondary education equivalent to an Associate's degree in computer sciences, business or related fields and/or commensurate work experience.
- Two or more years of experience in a clerical or secretarial position.
- Two or more years of experience with computers and database systems required; knowledge of Raiser's Edge preferred.

### **Knowledge, Skills and Abilities**

- Work requires basic business acumen and a good command of the English language (verbal and written communication skills).
- Knowledge of secretarial and office administrative procedures; use and operation of standard office equipment, at a level generally acquired through two or more years related experience.
- Experience managing events.
- Ability to work with a team of professionals.
- Ability to maintain confidentiality.
- Ability to work under pressure of deadlines and in an environment of frequent interruptions and fluctuating workloads.
- Understanding of the value and sensitivity of donor relationships, the cultivation and maintenance of these relationships, and appropriate solicitation strategies and techniques.
- Excellent organizational skills and the ability to multi-task.
- Continual attention to detail in data entry and creating reports; and clerical tasks (composing, typing, entering and proofing materials).
- Moderate proficiency of Microsoft Office (Word, Excel, Outlook), Crystal Reports and Raiser's Edge.

**Job Type:** Part- time, non-exempt. 32 hours per week.

**Benefit Eligible:** Yes; medical, dental & vision insurance, life insurance, short and long-term disability insurance, 403b retirement benefits, & paid-time-off benefits

**If you are interested in this position please complete an application.  
In addition, send resume, cover letter, and salary requirements to:**

**Rachal Depuydt**

**Human Resources**

**Phone Number: (507) 389-4288**

**Email: [rdepuydt@ssndcp.org](mailto:rdepuydt@ssndcp.org)**