

California Lutheran

UNIVERSITY

DEVELOPMENT ASSISTANT

Full Time

Salary Range: \$19.00 to \$21.00

JOB DESCRIPTION

The Development Assistant supports administrative duties and relationship building that cultivates a philanthropic community to sustain Cal Lutheran's future. The Development Assistant provides administrative support to the Executive Director and Development Programs Staff. The incumbent also provides support for fundraising operations, prospect development, donor outreach, community and special event coordination and implementation. Our team's core values are: Courage, ethics, excellence, inclusivity, positivity and purpose.

ABILITY TO

- Perform administrative support and clerical duties
- Manage priorities to meet deadlines with strong attention to detail and accuracy
- To be a dependable, conscientious team player with a positive attitude, integrity and professional judgment
- Learn and support the university and program vision, mission, goals and objectives.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Work independently with little direction.
- Understand and follow oral and written directions.
- Understand and diagram processes and workflows.
- Organize, coordinate and oversee office activities.
- Operate office machines including computer equipment and specified software at an advanced level.
- Create, assemble, organize and prepare data for records and reports.
- Compose correspondence and other written materials independently.
- Establish and maintain cooperative and effective working relationships with other staff members and offices.
- Communicate effectively in written and oral form.
- Think critically, understand and resolve issues, complaints and problems.
- Provide support and participate in the evaluation, design and implementation of policies, procedures and guidelines related to the program.
- Answer telephone calls and other communication and respond courteously and professionally.
- Speak publicly in front of on-campus and off-campus audiences.
- Work flexible hours, some occasional evening hours may be required.

MINIMUM REQUIREMENTS

- Any Combination Equivalent to: A Bachelor's degree in Marketing, Business or related field from an accredited college or university and two years of related administrative support experience.

Demonstrated experience with phone and email outreach to donors and prospects in support of fundraising operations and donor development.

[To Apply](#)