

Development Associate

The Development Associates Program in University Advancement provides entry-level positions that allow the University to recruit and hire individuals with the foundational skills and motivation necessary to be successful fundraisers.

The Development Associates will serve as entry-level fundraisers within the central office of University Advancement. They will work within an environment heavily concentrated on mentorship and professional coaching that will afford the candidate an opportunity to learn the art and science of fundraising at Michigan State University. The curriculum will focus on portfolio management of individuals, with an emphasis on the discovery/qualification, cultivation, solicitation, and stewardship of Michigan State University alumni/donors primarily focused within the state of Michigan.

This is a contract position funded for one year from date of hire with possible extension. The position will be funded annually with anticipation that the successful candidate(s) will be well-positioned to transition into a full-time University Advancement position within a 12-18 month time frame.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Prospect Management and Fundraising

Interface and coordinate prospect identification efforts with college/unit development teams, Annual Giving team and MSU Alumni Engagement Officers.

- Represent the University at fundraising meetings and other appropriate occasions, speak to professional organizations and other appropriate groups, and host development-related functions.
- Build and manage a development portfolio.
- Discover, cultivate, solicit, and steward leadership annual and entry-level major gift prospects, primarily within the State of Michigan.
- Follow up on leads provided by the Annual Giving Team.
- Develop individual fundraising style to ensure first year benchmarks are reached.

Orientation, Learning, and Continual Training

Develop proficiency of systems utilized by development officers including AdvanceWeb, Advance Performance, Pledge Assistant, Briefing Papers, Scholarships and Endowment Database, etc.

- Develop working knowledge of tax laws affecting Charitable Giving.
- Develop an understanding of departments across University Advancement and how they complement major gift work including event planning/management, Annual Giving, the Alumni Office.
- Attend University Advancement monthly meetings to build knowledge of fundraising priorities.
- Meet regularly with Development Associates Team.
- Meet regularly with Director, Development Associates Program.

- Perform a three-month and six-month performance evaluations and complete an Annual Review to assess progress toward learning goals.

Attend conferences/trainings offered by University Advancement for ongoing professional development.

Qualifications

Knowledge equivalent to that which would normally would be acquired by completing a four-year college program in Business, Communications, Marketing, Non-Profit Management or Public Relations; up to six months of related and progressively more responsible or expansive work experience in professional fundraising, public relations, marketing, or a related field; or an equivalent combination of education and experience.

DESIRED QUALIFICATIONS

A Bachelor's degree in Business, Communications, Marketing, Non-Profit Management, and/or Public Relations preferred; at least two years of full-time professional experience; demonstrated organizational, interpersonal and written/oral communication skills.

Travel is required throughout the year both in-state and out-of-state. Possession of a valid vehicle operator's license.

How to apply

If you have any questions regarding this position, please contact Pat Karam, Recruitment Manager, University Advancement at karampat@msu.edu.

All candidates must submit an application and resume through the Michigan State University Human Resources web-based system the URL for that website is careers.msu.edu. Please indicate the position number **638974** when submitting your application.

MSU is an affirmative action, equal opportunity employer.

MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.