

Development Assistant, Arts & Sciences

Requisition Number: 54658 **Location:** Boulder, Colorado

Employment Type: University Staff **Schedule:** Full-Time

Posting Close Date: 19-Feb-2024 **Date Posted:** 07-Feb-2024

Job Summary

The University of Colorado Boulder Advancement department encourages applications for a Development Assistant! The Assistant operates as a key support member of the College of Arts & Sciences/Graduate School/Libraries team and is a crucial part of the Office of Advancement. Under the guidance of the Managing Senior Director of Development, this position provides administrative support for a hard-working and collaborative advancement team.

This position will work on a broad array of administrative duties that are variable and complex in nature and is tasked with exercising a high level of discretion and confidentiality, especially as it relates to assigned responsibilities with donors, faculty, staff and other constituents. This role applies skills and knowledge in multiple administrative functions, but many responsibilities reflect a distinct Advancement component.

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

Who We Are

CU Boulder Advancement is committed to a culture of joy, motivated by collaboration, passionate about excellence and driven by impact. These four values define our culture and drive our engagement and fundraising success.

At CU Boulder Advancement, we allocate time and resources to diversity, equity, and inclusion (DEI). Our efforts contribute directly to our division's core values and to advancing CU Boulder's mission through impactful fundraising and engagement results. As a team and as individuals, we commit to learning about and challenging systems, policies, and practices that enable oppressive ideologies to recur in our community. (Oppressive ideologies include racism, sexism, ableism, heterosexism, and other "isms" that cause harm. This list is not exhaustive and may evolve in our pursuit of collective liberation.) Embracing our responsibility to lead and model helps promote the culture we desire while supporting our internal and external constituents. Accountability for our commitment to DEI is established through specific individual and team goals that evaluate our progress and growth.

What Your Key Responsibilities Will Be

Donor Cultivation and Stewardship Support

- Conduct preliminary research on prospective donors and assist in identifying, cultivating, soliciting, and stewarding donors through research of available databases.
- Collaborate with major gift officers and the donor and alumni relations team to support the implementation of custom stewardship plans for donors.
- Update donor database with notes, strategic plans, contact reports, and tasks to ensure the most current and relevant information is available. Share information with other team members.
- Receives and responds to donor/constituent inquiries.
- Prepare comprehensive briefing reports to be used for cultivation and solicitation meetings.
- Assist with other special projects.

Administrative Support

- Strategize and provide administrative support for a team of major gift fundraisers aligned with the Division of Natural Sciences. This may include scheduling meetings, supervising receipt of gifts, preparing donor briefings, event support and other tasks. Manage the calendar for the Managing Senior Director. Provide back-up support for travel expense reports and on occasion for scheduling travel.
- Communicate and provide information to academic partners in Natural Sciences including notifying chairs and financial managers when new funds are created; responding to questions about gift funds in coordination with the Associate Director of Fund Management; and attending periodic meetings.
- Monitor and record donations and event payments.
- Process donor checks and gifts. Resolve issues and discrepancies regarding donations, fund transfers and gift funds.
- Work with CU Foundation and central gift administration, process and route documentation for fund agreements.
- Uses data from donor database to create requested reports, spreadsheets, and donor correspondence.
- Proactively engage with the division's Administrative Team (A-Team) and attend scheduled meetings.

Office Management

- Answer and direct phone calls; screen phone messages and distribute/follow-up as necessary.
- Receive, process and distribute unit mail/inter-office correspondence.
- Prepare and submit expense reports; prepare purchase requisitions for various office needs; maintain office supply inventory.
- Serve as a liaison between the College of Arts & Sciences/Graduate School advancement team and various constituents. Research and capture information on various topics as necessary and expedite the flow of information to staff.
- Resolve IT/software related issues for the team.

What You Should Know

This position is working a hybrid schedule with some days on campus and some days remote. This role will occasionally be required to work evenings/weekends.

What We Can Offer

The salary range is \$53,000 - \$58,000 annually. Relocation assistance may be available within department guidelines.

Benefits

The University of Colorado offers excellent [benefits](#), including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. Learn more about the [University of Colorado Boulder](#).

Be Statements

Be empowered. Be successful. Be Boulder.

What We Require

- Bachelor's degree or equivalent experience or combination of education and experience may substitute.
- 1+ years of professional, job-related experience.

What You Will Need

- Ability to establish and enhance interpersonal relationships, including ability to coordinate and manage volunteers.
- Ability to organize and manage multiple projects/tasks simultaneously; the ability to work independently and collaboratively and adapt to changing priorities.
- Demonstrated communication skills for both in-person and written communication.
- Knowledge of fundraising, donor relations, and alumni relations standard processes.
- Strong communication skills including the ability to participate in public events and represent Advancement and the university in a professional manner.
- Ability to analyze information/situations and solve problems.
- Ability to exercise a high degree of tact, discretion, and collaboration in working with a diverse range of constituents including employees, students, volunteers, alumni, donors, and campus colleagues.
- Knowledge of current issues facing public universities and interests of assigned school, students, faculty, and alumni.
- Strong attention to detail and to visual appeal of presentation materials.
- Growth mindset, resilience and perseverance.
- Ability to embrace the shared values of the Office of Advancement.
- Ability to practice effective fiscal management.
- Public speaking skills.
- A self-starter/self-learning demeanor.
- Strong data/database management and manipulation skills.
- Ability to lift up to 60 lbs.in event set-up and breakdown.

What We Would Like You to Have

- Experience in a higher education environment.
- Experience in tactical execution of events and/or marketing and communications plans.
- Experience working in events and event management.
- 3+ years of professional, job-related experience.
- Experience using Microsoft Office products, donor tracking software (Salesforce/BSR Advance), Zoom, Teams, LinkedIn, DocuSign, m-fin, Marketplace, Concur, WorkFront.

Special Instructions

To apply, please submit the following materials:

1. A current resume.
2. A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.
We may request references at a later time.

Please apply by **February 19, 2024** for consideration.

Note: Application materials will not be accepted via email. For consideration, please apply through [CU Boulder Jobs](#).

Posting Contact Name: Boulder Campus Human Resources
Posting Contact Email: Recruiting@colorado.edu