



Development Assistant/Senior Development Assistant, Parent Giving and Boulder Advancement Programs

Requisition Number:	70846
Location:	Boulder, Colorado
Employment Type:	University Staff
Schedule:	Full-Time
Posting Close Date:	12-Apr-2026
Date Posted:	27-Mar-2026

Job Summary

Advancement at CU Boulder encourages applications for a Development Assistant/Senior Development Assistant, Parent Giving and Boulder Advancement Programs! We are hiring one position, and accepting applications at either level, a Development Assistant or a Sr. Development Assistant. The Sr. Development Assistant will exercise more autonomy, independence and problem-solving skills, and works under minimal direction.

The Parent Giving and Boulder Advancement Programs (PGBAP) team within the Office of Advancement is seeking a highly organized, meticulous, and service-focused professional to join a collaborative and mission-focused team. This is an excellent opportunity for someone who enjoys supporting others, managing projects, and contributing to meaningful work that makes a difference.

Advancement is the fundraising arm of the university, and the Parent Giving and Boulder Advancement Programs team plays a vital role in connecting parents, alumni, and friends to meaningful philanthropic opportunities. The team partners closely with campus leaders—including the Office of the Chancellor, Enrollment Management, Student Life, and Undergraduate Education—to support key priorities such as scholarships and student success initiatives. Our work is both mission-driven and donor-centered, grounded in a commitment to expanding opportunities for students and advancing the University of Colorado Boulder's strategic goals.

Reporting to the Managing Senior Director and Unit Lead, the Development/Senior Development Assistant plays a key role in keeping the team running smoothly. This position provides high-level administrative and operational support across a variety of dynamic responsibilities, requiring phenomenal organizational skills, sound judgment, and a high level of professionalism and confidentiality. Core responsibilities include coordinating travel and donor-facing itineraries, scheduling meetings, preparing reports and correspondence, and maintaining accurate records in the donor database (CRM).

The role also contributes to donor engagement efforts by conducting research, preparing briefing materials, and helping track and document outreach and relationships. You'll collaborate closely with colleagues across the Advancement division and serve as a helpful point of contact for a variety of internal and external partners. Additional responsibilities include processing gifts and fund documentation, supporting events and special projects, and helping manage day-to-day office operations.

We are looking for someone who is enthusiastic about supporting a team, eager to learn, and excited to grow a career in Advancement at CU Boulder!

CU is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws governing nondiscrimination in employment. We are committed to creating a workplace where all individuals are treated with respect and dignity, and we encourage individuals from all backgrounds to apply, including protected 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 the culture and drive engagement and fundraising success. We are committed to fostering an environment where everyone matters and all can thrive. This dedication is rooted in our core values and our mission to drive impactful fundraising and engagement. Our team actively engages in learning, reflection, and the transformation of systems, policies, and practices that perpetuate oppressive ideologies—including racism, sexism, ableism, and heterosexism. We recognize our responsibility to lead by example in building a supportive and inclusive culture for both internal colleagues and external partners. We hold ourselves accountable through individual and divisional goals that continuously assess our progress, growth, and outcomes—ensuring alignment with our mission and values every step of the way.

What Your Key Responsibilities Will Be

Administrative Support

- Strategize and complete travel arrangements (which may include detailed itineraries reflecting appointments with donors) for the Managing Senior Director of Development and Unit Lead.
- Uses data from donor database (CRM) to create weekly gift acknowledgment reports, spreadsheets, and donor correspondence.

- Initiate, schedule and coordinate internal and external meetings for the Parent Giving and Boulder Advancement Programs team.
- Prepare and distribute various administrative materials including financial and administrative reports, personal letters, invitations, respond to questions and information requests, provide detailed explanations and draft donor cultivation correspondence.
- Monitor and record donations and event payments.
- Process donor checks and gifts.
- Process and route documentation for fund agreements and manage Gift Fund Set-up.
- Provide event support and preparation as necessary.
- Proactively engage with the division's Administrative Team (A-Team) and attend scheduled meetings.
- Assistance with special projects.

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.
- 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.

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 Parent Giving and Boulder Advancement Programs team and various internal and external constituents. Research and gather 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 has the ability to work a hybrid schedule with some days on campus and some days remote.
- This position will occasionally require you to work evenings/weekends.

What We Can Offer

- At the Development Assistant level, the annual salary range is \$55,000 - \$65,000.
- At the Senior Development Assistant level, the annual salary range is \$60,000 - \$70,000.
- Relocation assistance is available within Advancement guidelines.

Benefits

At the [University of Colorado Boulder](#), we are committed to supporting the holistic health and well-being of our employees. Our comprehensive [benefits package](#) includes medical, dental, and retirement plans; generous paid time off; tuition assistance for you and your dependents; and an ECO Pass for local transit. As one of Boulder County's largest employers, CU Boulder offers an inspiring academic community and access to world-class outdoor recreation. Explore additional perks and programs through the [CU Advantage](#) program.

Be Statements

Be impactful. Be unique. Be Boulder.

What We Require

- A bachelor's degree or equivalent experience or a combination of education and experience equivalent can substitute on a year-for-year basis.
- Experience:
 - At the Development Assistant level: 1+ years of direct work experience.
 - At the Senior Development Assistant: 3+ years of direct work experience.

What You Will Need

- Strong verbal and written communication skills.
- Strong attention to detail and accuracy in completing tasks.
- Intellectual curiosity and the desire to find solutions to sophisticated problems.
- Strong customer service skills.
- Ability to navigate and manage various databases.
- Ability to manage multiple tasks simultaneously and adapt to changing priorities; ability to appropriately manage time and meet set timelines.
- Ability to champion the shared values of the Office of Advancement.
- Ability to exercise a high degree of tact, discretion, and collaboration in working with a diverse range of constituents including employees, students, volunteers, alumni, parents, donors, and campus colleagues.
- Ability to operate independently; has a self-learner/self-starter approach.
- Understanding of data compliance and integrity.

What We Would Like You to Have

- Software Used: Microsoft Office products, donor tracking software (Salesforce/BSR Advance), Zoom, Teams, LinkedIn, DocuSign, m-fin, Marketplace, Concur, WorkFront.
- Experience in a higher education advancement environment.

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 **April 12, 2026** for consideration.

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

In compliance with the Colorado Job Application Fairness Act, in any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.

Posting Contact Information

Posting Contact Name: Boulder Campus Human Resources

Posting Contact Email: Recruiting@colorado.edu