

The University of Texas at San Antonio

Job Description

Job Title: Development Assistant
Code: 19114
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide professional support to the development function by serving as liaison to a variety of funding sources through personal contact and/or written communication or through collection and analysis of research information in order to solicit contributions to the institution or otherwise enhance development efforts.

- Scope: Responsible for identification, cultivation and solicitation of prospective donors, the development of grant proposals and other written materials, and for the development and maintenance of research data relating to donors, prospective donors and other areas of interest useful in the development process.

Duties

- Typical:
 1. Coordinates assigned fundraising projects and events; works directly with fundraising staff and volunteers to achieve the financial objectives of assigned projects
 2. Establishes, maintains, and documents a network of contacts with multiple internal and external university constituencies.
 3. Identifies prospects, develops cultivation strategies and solicits contributions for assigned projects.
 4. Prepares proposals, informational materials, reports, and written correspondence that advance fundraising efforts
 5. Provides administrative assistance to Development Officers.
 6. Perform other duties as assigned.

- Periodic:
 1. Attracts, motivates and trains volunteers.
 2. Utilizes methods and techniques used in conducting successful development ventures

Education

Required	Preferred
Bachelor's degree.	N/A

Other Requirements

Required	Preferred
Must be able to work in a sedentary position for extensive periods of time.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of development, donor relations, or other relevant administrative experience supporting activities that advance fundraising efforts.	N/A

Equipment

Required	Possible
Computer literacy. Proficiency in the use of word processing software.	N/A

Working Conditions

Usual	Special
Normal office environment.	May require some travel, evening and weekend duties.

Supervision

Received	Given
Receives assignments and instructions from supervisor and is subject to general review and guidance.	May provide general instructions to assigned assistants and volunteers.

Accuracy

Proficiency in all phases of duties performed.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.