

Graduate Assistant – Advancement

The Graduate Assistant – Advancement is responsible for gift entry and the management of data in the Raiser's Edge database to aid fundraising, maintain accurate constituent records and support donor relations efforts for the University's Annual Fund and Capital Campaign. GA Advancement requires someone who is technically savvy and can learn new systems and a database quickly. Must be able to anticipate project needs, discern work priorities, meet deadlines, provide outstanding customer service, and be able to build lasting relationships with both internal and external stakeholders.

Essential Duties

- Work with the Advancement Team to identify and support ways to expand fundraising efforts resulting in increased revenue for the University. Monitor and communicate program progress with periodic results.
- Be responsible for gift entry in Raiser's Edge, as well as upkeep and sharing of new information with the team
- Work together with the Business Office to ensure accurate recording of donations to the institution.
- Support the prospect research efforts of the Annual Fund and Capital Campaign as directed.
- Provide analytical/statistical reports/lists as needed by the Advancement team.
- Manage requests by others in the Advancement department as needed.

Requirements

- Bachelor's degree.
- Advanced knowledge of Microsoft Office and Excel
- Raiser's Edge experience preferred

Skills Required:

- Self-starter who can earn the respect and trust of internal and external constituents and work collaboratively with colleagues.
- Highly organized and detail-oriented, with ability to work and think independently as well as function in a team environment when required.
- Excellent communication skills, including oral and written communication.
- Excellent interpersonal skills
- Strong customer service ethic and high expectations for quality.