



## **JOB DESCRIPTION**

**Job Title:** Work Study-Development Assistant – Database and Office  
**Reports to:** Director of Development  
**Job Status:** 10 Hours/Week

**GENERAL STATEMENT OF DUTIES:** Administrative assistant who is proficient with MS Office and standard office equipment, able to communicate in oral and written forms, strong skills in editing and proofreading. He/she must also provide assistance to the Advancement team in a variety of areas, including: data entry, event planning, direct mailings, communication with alumni and donors, correspondence and other jobs as assigned. Administrative and organizational skills are a priority and required; communications and donor relations skills are preferred but secondary. He/she will be reporting to the Director of Development and Development Officer. He/she will be involved with operations support of the annual golf tournament. He/she must also have the highest level of confidentiality, poise, and be able to communicate with guests and donors representing Denver Seminary at the highest level.

**TYPICAL PHYSICAL DEMANDS & WORKING CONDITIONS:** Requires sitting, standing and walking for extended periods of time and frequent bending, stooping or stretching. Work is performed in an office environment and requires working at a computer for extended periods of time; eye-hand coordination, manual dexterity, the ability to distinguish letters and symbols, corrected vision and hearing within normal range. Requires speaking and writing proficiently in the English language. Requires the use of office equipment such as computers, printers, telephones, copiers and fax machines. Work is general fast-paced and challenging.

**EXAMPLES OF DUTIES: (The following are examples of some typical responsibilities and may not include all of the duties assigned)**

1. Performs general office work in a variety of areas for the Director of Development and Development Officer: writing letters, correspondence, editing and proofreading emails/letters, organize mailings, updating database with meetings/notes, web research, event registration and preparation, monthly credit card and travel reports. Will work on both Raiser's Edge database and SharePoint (no previous experience needed).
2. Assist in building relationships alongside the Advancement team: help with event registration, write donor thank-you notes, coordinate inquiries and problem-solving within the Seminary, and assists with other special projects.

**EDUCATION/TRAINING/SKILLS:** Administrative experience required. Interpersonal skills required. Skills and commitment to discern and maintain confidentiality when needed. Proofreading abilities (spelling, style and grammar) are required. Knowledge of office protocol and basic administrative procedures. Administrative skills, such as accurate typing/transcription, filing. Proficiency in Microsoft Word, Outlook, Access, Excel, and PowerPoint is required. Must have the ability to learn and work effectively in a database.

**QUALIFICATIONS:**

- Committed personal relationship with Jesus Christ and a lifestyle consistent with serving at Denver Seminary.
- New/current student at Denver Seminary.
- Desire to serve others.
- Approach and handle all work with confidentiality and professionalism.
- College-level course work and executive-level support experience preferred.
- Strong writing and editing skills.
- Able to relate well to diverse audiences.
- Appreciation for managing administrative detail.
- Ability to multitask and manage time. Complete several projects simultaneously to meet required deadlines.
- Innovative, creative and flexible.
- Self-starter and self-motivated.
- Ability to work with minimal supervision.
- Accepts supervision well and is a team player.

**OUTCOMES:**

- Director of Development and Development Officer have a good working relationship to help implement the daily tasks of their responsibilities.
- Positive relationship established with both internal and external constituencies.
- An efficient office with effective systems resulting in tasks performed on time.
- The advancement team will be edified with the presence of this staff member.
- Confidentiality and a professional demeanor are essential for the performance of this job.

**Notice to Applicants**

**Please read this job description carefully and ask someone for help if you have any difficulty understanding the functions of this job. Please describe any accommodations that you need in order to perform this job.**

**Accommodations needed:**

**I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THIS JOB AND CAN SAFELY AND EFFECTIVELY PERFORM ALL THE JOB FUNCTIONS LISTED ABOVE.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_