POSITION DESCRIPTION
University Services Program Associate

Working Title: University Advancement Scholarship and Stewardship Associate
Hayes Hill Title/Level: University Services Program Associate/100% 12 month 1-year project appointment
Position Reports to: Vice Chancellor for University Advancement

Position Summary: Responsible for the development, management and implementation of all University Advancement donor stewardship and scholarship management activities.

Duties and Responsibilities:
- Develop and maintain all donor Memorandum of Agreement documents.
- Notify various departments and/or individuals of gifts received and designated for use with their various programs.
- In coordination with the Foundation Accountant, manage the Foundation gift funds spending and reimbursement policies to fund managers.
- Manage, coordinate and distribute annual scholarship and fund reports to donors and/or fund managers.
- Plan, organize and lead donor events to include annual Donor Dinner, Swenson Scholars Dinner, Old Main Society Luncheon, Faculty and Staff campaign events, etc.
- Assist in the donor acknowledgement and gift correspondence activities.
- Promote all Foundation scholarship opportunities to students and maintain scholarship website.
- Manage and maintain the university’s Academic Works scholarship management database program.
- Assist in the creation and development of all necessary scholarship pamphlets, brochures and letters.
- Develop and communicate scholarship management procedures to all university scholarship committees.
- Verify all scholarship recipient eligibility for accuracy.
- Notify all student scholarship recipients of their scholarship awards and amounts, as well as expectations for receiving scholarship to include monitoring and maintaining all student scholarship acknowledgements.
- Manage the process of notifying Financial Aid of scholarship recipients, scholarships awarded and amounts.
- Serve as the Advancement point person for all scholarship questions by internal and external constituents and students.
- Perform other duties as assigned by the Vice Chancellor.

Knowledge, Skills and Abilities:
- Ability to be highly detailed, energetic, creative and engaging.
- Knowledge of computer programs and willingness to learn and be an efficient user of Blackbaud’s Raiser’s Edge software.
- Ability to interact professionally with all levels of donors/prospects, and represent the University and Foundation in a professional and positive manner.
- Ability to communicate effectively, both orally and in writing with donors, students, parents, faculty, staff and others.
- Ability to work a flexible schedule to include evenings and weekends.
- Ability to work with confidential and sensitive information and records and commit to the highest ethical standards.
- Ability to effectively work within a team-oriented environment.

Required Qualifications:
- Minimum two years experience in an office operations role.
- Excellent written, verbal and interpersonal skills.

Preferred Qualifications:
- Experience in managing day-to-day operations of an office.
- Experience working in higher education fundraising.
- Knowledge of Blackbaud’s Raiser’s Edge.
- Experience in social media marketing and updating/enhancing websites.

January 2017