



JOB POSTING: DEVELOPMENT ASSISTANT (Part-time position)

Organizational Summary: Quality educational experiences are essential to preparing students for the future, yet systemic barriers create pronounced disparities in educational opportunities and outcomes. The Emily Krzyzewski Center, a nonprofit organization in Durham, North Carolina, implements four distinct programs designed to build on the academic, career, and leadership potential of students who are traditionally underrepresented in higher education. Collectively, our programs serve students from elementary school through college and equip them with the skills necessary to successfully complete higher education, connect to promising careers, and become agents of change within their communities. We amplify our efforts through partnerships with our local school district, community-based organizations, and universities.

Job Goal: The Center seeks to hire an enthusiastic and detail-oriented part-time Development Assistant. Reporting to the Chief Advancement Officer, the Development Assistant will be primarily responsible for processing gifts, acknowledging donors, and maintaining donor records for the Center, as well as providing general support for the Center's development activity.

Experience, Training, and Qualifications

Required: Bachelor's degree. 1+ years of professional experience. Detail-oriented, attentive, and organized with a willingness to pitch in on any project. Strong computer skills and confidence in learning new computer and web-based systems. Ability to juggle simultaneous projects both collaboratively and independently. Excellent oral, written, and interpersonal communications and customer service skills. Interest in fundraising for and serving students and families who face systemic barriers to educational and economic success.

Helpful or preferred: Previous development experience. Experience using a donor management database, preferably Raiser's Edge.

Primary Responsibilities

Data Entry, Gift Entry, and Reporting: Coordinate with the finance team to ensure timely and accurate data and gift entry into Raiser's Edge for all constituents. Maintain consistent data entry standards. Produce reports and analyze data for appeals, events, and other advancement efforts.

Gift Processing and Acknowledgement: Oversee the processing of and generate acknowledgement letters for all incoming gifts. Maintain strict quality control guidelines to ensure the accuracy and brand of all outgoing materials.

Special Event and General Administrative Support: Assist the Chief Advancement Officer and the Advancement Team with the planning and execution of events and projects as needed. Projects may include assisting with committee meetings, generating event or project collateral, providing day-of event support, assisting with solicitation mailings, scheduling meetings, and more. Ensure adequate stock of all needed development supplies including letterhead, envelopes, stamps, etc.

Terms of Employment: This is a part-time, 20 hours per week position. Schedule is flexible and to be set with the employee. Hours primarily fall between 8:00 a.m. and 6:00 p.m. Monday-Friday, with occasional

night or weekend hours. This is an in-person position with the possibility of occasional remote work once the employee is established in the role. Pay is commensurate with experience and the salary range for this position is in the low \$20,000 range. Performance of the job is evaluated annually. Background clearance and reference checks required.

To Apply: Submit one document that includes your resume and cover letter to Sandy York at jobs@emilyk.org. Applications will be reviewed on a rolling basis with preference given to applications received by Nov 15, 2021. Applications will continue to be reviewed on a rolling basis until the position is filled. Please note that only candidates selected for an interview will be contacted. For more information about the Center, please visit emilyk.org.