

Lincoln University Job Description

Job title:	<i>Development Associate</i>
Department:	<i>Institutional Advancement</i>
Reports to:	<i>Director of Development/Campaign Manager</i>

Job Summary:

The Development Associate works in the Institutional Advancement Division at The Lincoln University. Specifically, this position is responsible for identifying, cultivating and soliciting persons, organizations and agencies that can help to advance the mission of the Division and the University. This position works closely with the Director of Development/Campaign Manager.

The Specialist will provide leadership and direction to various aspects of the development and advancement programs at The Lincoln University.

Qualifications:

- Bachelor's degree from an accredited institution of higher learning.
- Minimum of three years of experience in advancement work in a college setting or direct sales experience.

Essential Duties and Responsibilities:

- Maintain a portfolio of a minimum of 125 assigned and acquired prospects to cultivate and solicit annually.
- Identify new prospects for the University to assist in acquiring support for various degree programs, internships, job opportunities (part and fulltime) for students; and other needs to enhance the learning experience of students as well as the overall operations of the University.
- Submit timely and accurate updates and progress reports on outcomes and assigned goals.
- Contribute to the overall success of the Advancement Division through teamwork and collaboration.
- Develop a stewardship plan to keep individuals involved in the affairs of the University, keeping them abreast of programs and services as well as how their support is benefiting the institution.
- Develop annual goal setting and fundraising plans and direct related activities in support of these goals and objectives.
- Perform other duties as assigned toward goal attainment.

NOTE: Position involves travel up to 40 percent of the time.

Physical Demands:

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to write and manipulate computer keyboard and mouse; ability to hear and speak clearly; and body mobility to stoop, kneel, and bend and reach.

Working conditions:

Work is primarily performed in a university campus environment and requires a flexible schedule including evening and weekend work. Travel for administrative work is expected. The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.