



POSITION VACANCY ADVANCEMENT ASSISTANT

January 30, 2012

POSITION: Muskegon Community College is seeking qualified candidates for the full-time position of Advancement Assistant in the Community Relations Department.

RESPONSIBILITIES: Follow data processing guidelines assuring data hygiene and consistency in the constituent database, process donations, assist with fundraising and other community relations projects, provide administrative support to Director, and assist with other duties as requested.

QUALIFICATIONS:

1. Advanced proficiency in Raiser's Edge or other donation processing software.
2. Two or more years of experience working in a nonprofit or educational environment with duties in development or advancement.
3. High accuracy in data entry.
4. Strong attention to detail and highly organized.
5. High level of professionalism.
6. Outstanding interpersonal, presentation, customer service, and constituent relation skills.
7. Able to work quickly and accurately with confidential information.
8. Experience with coordinating board meetings, producing meeting minutes quickly and accurately and familiarity with Robert's Rules of Order.
9. High proficiency in Microsoft Office Suite and ability to accurately type 50-60 wpm.
10. Basic understanding of finance and ability to reconcile database input to general ledger transactions.
11. Demonstrated ability to follow standard operating procedures and maintaining donor database.
12. Understanding of donor stewardship, fundraising and/or alumni relations best practices.
13. Familiarity with basic concepts of brand management.
14. Proven abilities to produce professional correspondence addressed to donor and other constituents.
15. Ability to maintain priorities and follow direction while balancing multiple projects.
16. Strong communication and collaboration skills.

HOURS: Monday-Friday, 8:30am to 5:00pm and other times as needed

SALARY: ESS 4



**EFFECTIVE DATE
OF EMPLOYMENT:**

As soon as position is filled.

**APPLICATION
DEADLINE:**

February 22, 2012

APPLICATION INSTRUCTIONS:

A completed and signed application form along with your resume and transcripts are to be mailed to the Office of Human Resources, Muskegon Community College, 221 S. Quarterline Road, Muskegon, Michigan 49442 or e-mail to humanresources@muskegoncc.edu. Applications are available from our website at www.muskegoncc.edu/hr. The college does not return application materials. For information call (231) 777-0447 or (231) 777-0350.

ESSENTIAL FUNCTIONS:

1. Maintain constituent database; document all constituent activities and contacts, update daily as needed and prepare queries and reports as needed to direct fundraising and other projects.
2. Manage gift acknowledgement process, including data entry, reports, and merging thank you letters.
3. Reconcile database with accounting, produce financial reports and monitor compliance with BBB Charitable Giving Guidelines and other nonprofit reporting agencies.
4. Monitoring pledge receivables and following up on past due pledges as directed.
5. Generate profiles, statements and other reports for board members, staff and other ambassadors for use in donor stewardship and cultivation.
6. Assist in general office duties as needed, including answering phones and directing calls, organizing meetings, answering inquiries, maintaining departmental files (paper and electronic), sorting mail, keeping track of and ordering supplies, sending faxes and making copies.
7. Assist in managing annual departmental budgets by processing bills and monitoring monthly expenditures.
8. Provide support for board functions and produce minutes of board meetings.
9. Assist with various community relations events.
10. Gather and enter information as requested in regards to alumni, donors and other constituents, using sources such as internet research, news alerts, alumni surveys, internal updates, as well as prospect research tools akin to Foundation Center, LexisNexis and WealthEngine.
11. Receive and synthesize information into well-written alumni and donor bios and profiles, enter and maintain data (assignments, priorities, proposals) in database.
12. Perform data quality assurance testing and participating in data clean-up projects as needed.
13. Review various trade communications related to constituent relations and share ideas for improved practices.
14. Other duties as assigned by the Director or other Staff members in OCR.



Muskegon Community College

221 South Quarterline Road ♦ Muskegon, MI 49442

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