

Development Associate  
Rhode Island School of Design

Direct Link: <https://www.AcademicKeys.com/r?job=131757>

Downloaded On: Dec. 9, 2019 4:54am

Posted Oct. 18, 2019, removed Dec. 2, 2019

<b>Job Title</b>	Development Associate
<b>Department</b>	Institutional Engagement
<b>Institution</b>	Rhode Island School of Design Providence, Rhode Island
<b>Date Posted</b>	Oct. 18, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Institutional Advancement
<b>Apply Online Here</b>	<a href="http://www.Click2Apply.net/959vyjpxvqnvrrhf">http://www.Click2Apply.net/959vyjpxvqnvrrhf</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Job Summary

If you have an appreciation for art & design and an interest to learn, grow and gain exposure to the wide range of development functions, join our team in this unique opportunity.

The Development Associate is a key team member, responsible for providing proactive administrative support to the Executive Director, maintaining accurate CRM data and reporting; providing logistical support for events, stewardship and communications; and, liaising with and between key internal and external constituents to help foster and build relationships. This role reports to the Executive Director of Campaign Planning and Strategy and supports the Campaign Planning and Strategy department including, Events, Donor Relations and Communications within the Division of Institutional Engagement (IE).

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### Essential Functions

- \* Provides proactive administrative support to the Executive Director and the department including:
  - \* serving as an initial point of contact for telephone calls and visitors;
  - \* maintaining and updating the Executive Director's calendar and supporting scheduling for the Campaign Planning and Strategy department, including but not limited to the preparation of detailed travel itineraries and making travel arrangements. Ensure that all materials and documents related to trip or visit and any resulting assignments or information, is recorded and distributed as appropriate;
  - \* serving as departmental project manager for intra- and inter-departmental projects and initiatives as needed.
  - \* tracking, monitoring, and maintaining expense reports and reconciling travel reports, credit card settlements and reimbursement requests for the team;
  - \* ordering office supplies and other materials as needed;
  - \* entering contact reports, event attendance, mailings and other data and activities into database (Raiser's Edge);
  - \* collecting, organizing, and disseminating IE activity in weekly internal communications email;
  - \* Designing and producing reports to benchmark and assess department's activities;
  - \* working collaboratively and proactively with other administrative support staff to coordinate meetings and other events. Schedule routine meetings including, but not limited to staff meetings, Executive Director's meetings, and Prospect Review meetings;
  - \* Support Executive Director with volunteer management logistics in liaising to the Dean's/Department Advisory Councils, Visiting Committees and other volunteer leadership committees, including but not limited to scheduling and coordinating committee meetings as directed; preparing and distribute agendas, minutes, and other materials in a timely fashion.
  - \* Support Executive Director in the coordination and planning of the President's travel calendar for prospect visits with the President's Office and members of IE senior management.
  - \* Assist with planning, implementing and staffing key events and meetings. This includes, but is not limited to: reserving space, catering orders, securing transportation, compiling and circulating proper materials, producing name tags, collecting RSVPs and confirming guest list information. Providing on-site hospitality support and staffing events to ensure meetings and events run smoothly.
  - \* Coordinates donor stewardship mailings, including but not limited to collecting student thank you letters, preparing donor reports and financial statements.
  - \* Organizes and maintains collection of digital and print communications for the department, including

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but not limited to managing digital photo library and cataloguing samples of communications materials.

Knowledge/Skills/Experience

- \* Bachelors' Degree required or equivalent combination of education and experience.
- \* One to three years of experience in an office setting required; experience in the higher education or nonprofit sector greatly preferred.
- \* Exceptional logistical, project management and organizational skills.
- \* Demonstrated ability to write in a clear, articulate and persuasive manner.
- \* Ability to interact with key donors/prospects/volunteers in a professional manner and to articulate appreciation of art and design.
- \* Desire to learn, grow and be mentored in the advancement field.
- \* Proficient computer skills in Microsoft Office (i.e. Word, Excel, and PowerPoint). Experience using Adobe Creative Suite a plus. Database/CRM, online communication and intranet end-user experience preferred.
- \* Must have strong interpersonal skills and be able to diplomatically work with a diverse group of individuals at all levels of an organization.
- \* Ability to maintain confidential information and work in dynamic and time-sensitive environment.
- \* Must be able to work independently with minimal supervision and in a fast-paced team environment.

Union:

No

Work Schedule:

35 hours per week, 12 months per year

Employment Status:

Full-time, Exempt

Grade:

05/CT

Documents Needed to Apply:

Resume

Cover Letter

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Incomplete applications will not be considered. Please upload all required documents. The successful candidate will be required to meet our pre-employment background screening requirements.

RISD recognizes diversity and inclusivity as fundamental to its learning community and integral to an art and design education. We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. RISD is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, genetics, or any other protected characteristic as established by law.

For internal use only - Job Family:  
Development - Fundraising

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact** Nicole Da Cruz  
Institutional Engagement  
Rhode Island School of Design