We are seeking applicants for the position of Development Assistant to assist the Auburn University Libraries and Honors College in their fundraising and engagement efforts. The Assistant will act as a regular liaison to the Development Officer on progress of projects and activities, and have responsibilities directly related to university donors, prospective donors, gift proposals and documentation, and philanthropy. This opportunity provides experience in and exposure to internal academic institution operations, non-profit and philanthropy organizations, fundraising, writing and communications, stakeholder engagement, and public service.

**Duties and Responsibilities:**

I. **Prospect Development:**
   - Using development database to find prospective and active donors
   - Contacting donors to set up visits for Development staff via email and phone
   - Assisting Development staff with stewarding donors
   - General assistance related to the Library Campaign Committee and its volunteers
   - Drafting of donor letters/proposals/correspondence

II. **Prospect Research:**
    - Using development database to provide research and analysis on donors and prospects
    - Preparing research on donors for Dean and Development staff
    - Identifying meaningful stewardship options

III. **Donor Relations:**
    - Assist with tours when available
    - Contact with donors when on campus
    - Individualized Thank you and stewardship communications (written, typed, media, verbal, etc.)

IV. **Analysis:**
    - Work with Dean and Development staff to analyze data on AUL and how we can best use it in Development
    - Take information from research on how we support colleges and collaboration

V. **Special Projects:**
    - May be asked to undertake special projects depending on area of interest
    - May be asked to do some small foundation/corporation proposals
    - Participate in and support annual Development campaigns and Libraries events including (but not limited to) Faculty-Staff Campaign, Tiger Giving Day, Thank-A-You Day, etc.
    - Budgets reporting
    - Presentations to leadership, staff, campaign committee members, and stakeholders
    - Attend meetings and events and represent Libraries Development when needed

VI. **Other:**
    - Other responsibilities as assigned.

**Hours and Schedule:**
Students will work between 15-20 hours per week depending on availability and needs of the office. Most of this work will be conducted on campus, with occasional opportunities for off-campus work with Development. Some weekend opportunities as needed or invited.
Job Expectations:
• Act professionally and as a representative of the Office of Development.
• Interest in non-profit and business operations.
• The ability to work independently with little supervision on certain projects and initiatives.
• The ability to collaborate and work as part of a team.
• The ability to act and speak with discretion, and to be trusted to handle sensitive materials and documents.
• Possess strong interpersonal and communications skills.
• Dependability, multi-tasking, and the ability to work in a fast-paced, dynamic environment are imperative.
• A commitment to an inclusive and diverse campus environment is essential.

Qualifications:
Applicants should be students who are currently enrolled in a graduate program of study at Auburn, with a strong academic background and excellent customer service and communication skills.

Physical Requirements:
The ability to work in an office setting at a computer, standing or sitting, for several hours a day. Ability to travel across campus to deliver or pickup materials (not exceeding 50 pounds). Ability to give tours on campus and in multi-level facilities.

Current Hourly Rate: Starting at $15/hour.


Applications and deadlines:
To apply, please send a cover letter and current resume/CV describing your experience and skills as related to this position to Arlene Brown at brownaa@auburn.edu by March 11, 2020. Please be sure to indicate your program of study and anticipated graduation date.

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