

# THE CATHOLIC UNIVERSITY OF AMERICA

**Development Assistant (full-time, 35 hours/week)**

**Development & Alumni Relations**

**Position 101936**

**Position Summary:** In support of the Law School Alumni Development Office this position provides high quality administrative/technical support for office staff. Handles all gift entries and donor acknowledgments according to policies established by the office.

**Essential Responsibilities Include:** Monitors donations received from SunTrust- Lockbox for checks and NetCommunity for credit cards and updating the database appropriately. Generates acknowledgement letters for all donations received. Manages Law School Prospect data. Includes doing prospect research. Generates gift/donations and financial reports from Raiser's Edge, as requested, for Law School Office and University departments; including but not limited to student organizations, publications department and the Dean of the law school. Generates Alumni lists and prospect lists others within the office and university departments. Generates data files and ensures accuracy of segments for direct mail solicitations. Serves as liaison to University offices such as; Office of Institutional Advancement, University Purchasing and Accounts Payable on basic issues relating to gift entry and cross-referencing of systems. Prepares and processes all financial items as they pertain to individuals in the office into the Cardinal Financial database. Processes all reimbursements, purchase orders, charge accounts, etc. as well as the payment of all vendors used in relations to special events. Submits contracts to General Counsel for signature and approval, forwards approved contracts to Purchasing for processing. Submits final invoices to Accounts Payable for check processing. Vendor payment verifications when necessary. Greets incoming guests to the Development & Alumni Relations Office: assists w/general alumni and development mailings (solicitations, invitations, etc.) Picks up mail and sorts for department on a daily basis. Checks and records voicemail for main telephone line of the office. Other administrative and clerical duties as assigned. Sets up Events in Raiser's Edge database. Accepts registrations into the Event module in Raiser's Edge. After an Event, Close out the event in Raiser's Edge by updating who attended. Attends alumni events when needed which may include some travel. Manages data updates and information in Raiser's Edge and manages paper files for record integrity and keeping.

**Minimum Qualifications:** A High School or G.E.D with two (2) to four (4) years of secretarial or administrative work. Experienced with data entry preferred.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to **(salary expectations are considered part of application process):** [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 101936 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

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