

Development Associate

The Development Associate provides administrative support and coordination for Humanities Nebraska fundraising activities. S/he supports the Director of Development and Executive Director with all activities related to development. S/he serves as the fundraising database manager. S/he is responsible for processing and tracking of donations, and for oversight of all fundraising-related data entry. S/he is the primary logistical coordinator for the annual Governor's Lecture in the Humanities and for board and committee meetings.

Immediate Supervisor: Director of Development

Specific Job Duties:

1. Manages processing of donations (data entry, check copies, processing credit card donations, generating thank-you letters, etc.).
2. Maintains donor/constituent records in database with confidentiality.
3. Assist with answering phones and greeting the public.
4. Assists with generating reports, record keeping and assessment tracking for all fundraising activities including the Development calendar, major donor and prospects and Legacy Donors.
5. Coordinates and processes Annual Fund mail appeals and other donor-related fundraising materials.
6. Coordinates HN board meetings/events and is responsible for logistics, arrangement of location, hotel, food and travel, and coordination of meeting materials.
7. Provides support for director of development, executive director, and board members.
8. Provides assistance to other staff for HN events, projects, or meetings as needed. Including, but not limited to, assisting with preparation, distributing materials, note taking at meetings as needed by the director of development.
9. Helps organize and is involved with Development Committee meetings.
10. Manages the calendar for grant applications and reporting.
11. Coordinates the logistics of the annual Governor's Lecture in the Humanities, handles database management and preparation of sponsorship letters, and helps organize and takes notes at Governor's Lecture Committee meetings.
12. Coordinates and/or supports donor cultivation events and/or other public outreach events as needed.
13. Periodically assists with prospect research, volunteer coordination and/or supervision, proof reading of develop-related materials, website updates, reconciling donations with fiscal staff, and coordination with Community Services Fund.
14. Performs other duties as assigned.