The MIT Libraries seek a highly-organized and enthusiastic individual who has an interest in resource development work to support a broad spectrum of fundraising activities and to assist the Director of Development in meeting the Libraries’ development goals. This position provides the opportunity to learn and grow as an active and engaged partner in a small resource development shop.

**RESPONSIBILITIES:** The Development Assistant manages acknowledgement letters, engages with lower-end annual fund donors, and arranges and manages logistics for development and fundraising events. They assist with donor/prospect research and building prospect lists and participate in ongoing cultivation/stewardship of donors and relationship management. They maintain and update various databases and lists and work with them for data analysis and report production. The Assistant provides direct administrative support to the Director of Development including calendar management and scheduling meetings, making travel arrangements and processing expense reports, and drafting and editing correspondence. The Assistant also works closely with the marketing and communications staff to assist with development materials, provides support to the grant proposal submission process, and is responsible for maintaining the Libraries’ development webpages.

**QUALIFICATIONS:** At least 3 years direct/related experience. Strong experience with Microsoft Office Suite, Outlook, Web browsers, and calendar software, as well as the ability to learn additional programs/systems. Comfort level working in or learning to work in a Mac environment. Experience with databases is essential. Excellent administrative and organizational skills, including the ability to multi-task and manage competing priorities. Excellent interpersonal and communication skills, diplomacy, discretion and ability to work effectively with a diverse group of people. Demonstrated ability to work independently and resourcefully with minimal supervision, exercise independent judgment, and to take initiative. Keen attention to detail and demonstrated ability to analyze and solve problems and to bring tasks to completion. Editing and proofreading skills. Proven dependability and record of reliable and punctual attendance. Desirable: Associate or Bachelor’s degree. Experience in resource development. MIT experience or experience in a university setting. Basic web maintenance skills. Knowledge of MIT fundraising environment a plus.

**HOURS:** 35 hours per week. Monday – Friday, between 8:00 a.m. – 6:00 p.m. (schedule to be determined). Some evening and weekend hours required on occasion.

**HOURLY RATE:** $22.00/hour minimum. Actual based on qualifications and experience.

**APPLICATION PROCESS:** Apply online at: [http://careers.mit.edu/](http://careers.mit.edu/). MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and ethnic minority candidates.

MIT offers excellent benefits including a choice of health plans, dental plan, and tuition assistance. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

February 2016