



Development Associate (AA II - DO)

Provides direct administrative support to the Director of Development and the Libraries' development and fundraising activities. The Associate will be an active and engaged participant in fundraising activities.

RESPONSIBILITIES INCLUDE:

Stewardship and other development activities: (60%)

- Maintaining and managing donor lists.
- Managing donor solicitation and acknowledgement letters process
- Assisting in building prospect lists and donor/prospect research
- Updating and maintain internal development databases
- Using Advance donor database to maintain information and track prospects
- Using Advance databases for data analysis and weekly and monthly donor reports
- Participating in ongoing cultivation/stewardship of donors and relationship management as appropriate
- Engaging with lower-end annual fund donors (\$100-\$999) through mail, email, phone and interactions at events
- Providing support for grant proposal submission process
- Participating in appropriate MIT central RD activities

General administrative support to Director and development office: (20%)

- Managing calendar; schedule meetings and appointments
- Maintaining awareness of Director's activities and providing support and preparation as needed
- Assisting with travel arrangements that may include complex itineraries and multiple appointments per trip
- Processing travel expense reports
- Maintaining donor files (paper and electronic)
- Maintaining supplies, equipment, and space for development related offices
- Drafting, editing and proofreading correspondence and other documents
- Paying vendors and keeping records of budgetary and purchasing transactions

Event management: (10%)

- Managing logistics for development and fundraising events
- Producing, ordering, and distributing invitations
- Registering events

- Booking venues
- Scheduling library participants
- Ordering food and supplies
- Scheduling photographer
- Managing vendors

Development communications activities: (10%)

- Managing mailing lists
- Working closely with Libraries Marketing and Communications Director to assist with development materials
- Updating and maintaining Libraries' Giving websites

QUALIFICATIONS:

Required:

- High school diploma or equivalent
 - Three 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 and/or learning to work in a Mac environment.
 - Experience with databases.
 - Excellent administrative and organizational skills, including the ability to multi-task and manage competing priorities.
 - Excellent interpersonal and communication skills, diplomacy, tact, good judgment, and the ability to handle confidential information with discretion.
 - Ability to work effectively with a diverse group of people and across organizational boundaries.
 - 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 while completing tasks under tight deadlines.
 - Editing and proofreading skills.
 - Proven dependability and record of reliable and punctual attendance.
 - Ability to lift and carry up to 30lbs
 - Ability to move supplies and event-related materials campus-wide, including up and down stairs
- We expect the candidate to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength

Preferred:

- 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 the hours of 9:00 a.m. – 6:00 p.m. (schedule to be determined -Some evening and/or weekend work may be required for event support. Schedule adjustments may be made accordingly in consultation with the supervisor.

HOURLY RATE AND BENEFITS: \$21.09/hour minimum; actual based on qualifications and experience. MIT offers excellent benefits including a choice of health plans, a dental plan, tuition assistance and fully subsidized MBTA passes for local bus and subway service. The MIT Libraries affords a flexible and collegial working environment and provides opportunities for training and skill development.

APPLICATION PROCESS: Apply online at: <https://hr.mit.edu/careers> applications must include cover letter and resume. Priority will be given to applications received September 10th, 2021; position open until filled.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.