

FERRIS STATE UNIVERSITY

Position Title:	Donor Relations Assistant - 3-year temp
Location:	Big Rapids (Main Campus)
Department:	71400 - AVP Advancement
Advertised Salary:	\$17.00 - \$20.00 per hour
FLSA:	Non-Exempt
Temporary/Continuing:	Temporary
Part-Time/Full-Time:	Part-Time
Union Group:	N/A
Term of Position:	12 Month
At Will/Just Cause:	Just Cause
Summary of Position:	The Donor Relations Assistant will provide support and event staffing for the Donor Relations and Stewardship program at Ferris and reports to the Donor Relations and Stewardship Coordinator. The ideal candidate will be a strong communicator with excellent planning and time management skills and can make decisions independently as well as professionally interact with donors, alumni, faculty, staff, students and the greater university community. A flexible work schedule, up to 28 hours/week, is expected.
Position Type:	Staff
Required Education:	Associate's Degree or Equivalent Work Experience
Required Work Experience:	2 years of work experience in communications, customer relations, event planning, development, or related field.
Required Licenses and Certifications:	Valid driver's license.

Physical Demands:	<ul style="list-style-type: none"> • Office Environment • Bending • Carrying • Moving • Reaching • Sitting • Twisting • Driving • Pulling/Pushing • Repetitive Movement • Standing
Additional Education/Experiences to be Considered:	<p>Experience in higher education or other large complex organizations. Experience in event planning.</p> <p>The requirements listed are representative of the knowledge,</p>

	<p>skill, and/or ability required. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities may be considered.</p>
Essential Duties/Responsibilities :	<p>Assist with the planning, preparation, and execution of donor centered events.</p> <p>Prepare correspondence, gift documentation, and other materials as needed.</p> <p>Develop and maintain positive relationships with donors, alumni, faculty, staff, students, and the greater university community.</p> <p>Assist with the development, implementation and maintenance of a donor acknowledgement system.</p> <p>Assist with financial and impact reporting.</p> <p>Work with a variety of confidential documents and confidential subject matters.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
Marginal Duties/Responsibilities :	<p>Other duties as assigned.</p>

Skills and Abilities:	<p>Communicate effectively, both orally and in writing, utilizing the rules of proper grammar, correct spelling, punctuation, and proper arrangement of information when preparing correspondence and other documents.</p> <p>Coordinate project workflow, often multi-tasking, in an efficient and highly organized manner.</p> <p>Proficient in Microsoft Word, Excel, Outlook, PowerPoint, mail merge functions, and CRM database and records management.</p> <p>Professionally and positively interact with a variety of donors, alumni, faculty, staff, students, and the greater university community in a variety of circumstances.</p> <p>Work a varied schedule including some evenings and weekends as needed.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
Required Documents:	<ul style="list-style-type: none"> • Cover Letter • Resume • Valid driver's license
Optional Documents:	

Special Instructions to Applicants:	This is a 3-year temporary position
Initial Application Review Date:	October 17, 2022
Open Until Position is Filled?:	Yes
Posting Close Date:	

**Contact
Information and
EEO Statement:**

For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at www.fsujobs.com.

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