

CLASSIFICATION SPECIFICATION

Administrative Specialist for Development

FT/PT Class Code: 4102, 4602 Pay Grade: B/C 09 FLSA: Non-Exempt Est. 06/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing support to the Director of Development in a variety of areas and is additionally responsible for maintaining confidentiality associated with donor gifts and information and for supporting the Campus Development Council.

NATURE AND SCOPE:

An incumbent functions with direction from the Director of Development for which the incumbent performs clerical and administrative support. This class is differentiated from the Administrative Assistant class by the specialty component which requires specialized knowledge. A class incumbent serves in a liaison capacity between the Director of Development and executive and managerial staff, campus Development Council members, federal and state agencies, and the public.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides clerical and administrative support to the Director of Development, including responding to phone inquiries, preparing and editing documents, reports, presentations, and spreadsheets. Proactively maintains the calendar of the Director of Development.
2. Organizes and coordinates the Campus Development Council meeting agendas, meeting folders, reports, and calendars. Attends, records, and circulates minutes of the Development Council and Council subcommittees. Drafts email updates for Development Council members.
3. Serves as a liaison between the Development Division and the Division of Communication and Planning for donor-centered events.
4. Updates donor management software (i.e. Raiser's Edge database) as necessary.
5. Assists Director of Development with division budgets and finances including the preparation and submission of requisitions.
6. Obtains, organizes, and/or drafts technical and administrative material necessary for information dissemination.
7. Acts as liaison between the Director of Development and various administrators and campus Development Council members; and between the College and state/federal agency officials, local groups and organizations, prospects, donors, and the public.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Provides guidance and consultation to officials, employees, and/or the public on Delaware Technical Community College and Educational Foundation policies, procedures, and regulations related to charitable giving.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of secretarial, administrative, and office practices and procedures.
- ◇ Knowledge of Business English, grammar, punctuation, spelling, and composition.
- ◇ Knowledge of applicable specialty policies, procedures, laws, regulations, or requirements.
- ◇ Knowledge of Raiser's Edge database software.
- ◇ Knowledge of Microsoft Office Word and Excel software.
- ◇ Skill in researching and compiling data accurately.
- ◇ Ability to coordinate and arrange meetings, conferences, travel, and administrative details.
- ◇ Ability to meet, converse and work with a wide variety of officials, students, employees, and the public.
- ◇ Ability to read, apply, and explain rules, regulations, policies, and procedures.
- ◇ Ability to verify accuracy of information, resolve discrepancies, and follow-up on outstanding activities.
- ◇ Ability to effectively communicate, both orally and in writing.
- ◇ Ability to effectively communicate and relate to a diverse population in a multicultural environment.
- ◇ Excellent word processing, interpersonal, communication, decision-making, critical thinking, and organizational skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of administrative support experience; or other equivalent combination of education and experience.