



SISTERS of NOTRE DAME (SND) POSITION DESCRIPTION

TITLE: Development Assistant

FLSA: Temporary (20-40hrs/wk)

GENERAL SUMMARY

The Development Assistant is primarily responsible for helping to carry out the needs that help in advancing the mission of the Sisters of Notre Dame. As a development role, this primarily includes administrative duties, communication and media creation, and event assistance.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Responsible for helping carry out donation processing (i.e. forwarding donation information, thank you letters, record keeping, etc.)
2. Conduct data cleanups and maintain accurate records
3. Help to create and schedule content for Facebook, Constant Contact, and other media platforms
4. Development and organization of the 4th of July Festival (helps work the event July 4th)
5. Create and assemble various donor output materials (i.e. donor mailings, birthday cards, prayer cards, etc.)
6. Assist setting up events (i.e. Memorial Mass, Donor Dinner, Volunteer dinner, Jubilee, etc.)
7. Provide administrative support to the Mission Advancement Manager.
8. Attend necessary meetings and relevant SND functions
9. Other duties as necessary

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Proficient computer skills and basic knowledge of office equipment
2. Familiarity in working with databases (Razor's Edge preferred)
3. Basic knowledge of social media and content creation tools (Canva)
4. Strong organizational and administrative skills with attention to detail
5. Excellent written and oral communication skills
6. Knowledge of and commitment to SND Mission and understanding of the concept of development in a religious community
7. Ability to approach and work with people both internally and externally in a manner that creates harmony and promotes cooperation—from staff to Sisters
8. Ability to maintain confidentiality



WORKING CONDITIONS

This is an internship position working 20-40 hours/week during the summer. This position does require flexibility in hours depending on events.

ACCOUNTABILITY

The Mission Advancement Intern will report directly to Margie Schnelle

JOB TITLE:	Development Assistant	EVALUATION DATE:	3/2023
JOB CODE:		JD REVIEW DATE:	3/2023
DEPARTMENT:	Mission Advancement	GROUP:	Mission Advancement
REPORTS TO:	Director, Mission Advancement	JOB BAND:	
JD COMPLETED BY:	Amy McElheney	FLSA:	Non-Exempt
JD REVIEWED BY:	Margie Schnelle	DATE:	3/2023
JD REVIEWED BY	Carrie Higginbotham	DATE:	3/2023
JD REVIEWED BY		DATE:	
JD APPROVED BY:	Amy McElheney	DATE	3/31/2023