

**The University of Michigan**  
**Gerald R. Ford School of Public Policy**

**Development Assistant**

**OVERVIEW**

**Please note:** A cover letter and resume are required for consideration for this position. The cover letter should be included in the same document as your resume and should specifically address your interest in this position and outline particular skills and experience directly related to this position.

The Gerald R. Ford School of Public Policy is one of the nation's top policy schools. Our mission is to offer outstanding education for leadership in public policy analysis and public management and to excel in social science research that illuminates public policy issues and promotes better public policy.

The Ford School seeks applications for our full-time Development Assistant. The Development Assistant provides administrative support, data management and event planning support for our Development office.

**RESPONSIBILITIES**

Provide administrative support, including: serving as receptionist for Development office, coordinate meetings, coordinate donor mailings, ordering office supplies, maintaining files, and providing back-up administrative support to the Dean's office when needed.

Process trip reports, contacts and donor information updates in U-M's Donor Alumni Relations Tool (DART), including updating DART on a regular basis with donor correspondence.

Run routine and specialized reports from DART.

Responsible for processing and depositing gifts, pledges and producing routine acknowledgement letters.

Provide weekly report on key major donor contacts.

Compile guest lists from database and manage production/printing invitations for donor events.

Provide logistical support for Ford School committee meetings and donor events.

Assist in gathering and distributing briefing materials for donor events for Director, Dean and other Development staff.

Collect and reconcile all Pcard documentation for the Development office.

Handle travel reservations, travel expenses and trip itineraries.

May supervise work study student(s).

### **REQUIRED QUALIFICATIONS**

An associate's degree and at least two years of customer service focused administrative support experience or the combination of education and experience that enable the performance of all aspects of this position.

Advanced experience with managing data in complex databases, including ability to perform computer data entry with a high degree of speed and accuracy.

Proficiency with Microsoft Office Suite products with advanced knowledge of Excel.

Ability to manage a large and diverse workload with attention to detail and the ability to meet deadlines in a timely manner.

Capacity to exercise initiative, independent judgment, diplomacy, and confidentiality with a positive service-oriented attitude.

Excellent organizational and interpersonal skills including the ability to work cooperatively with staff in various offices within the Ford School, and with University alumni and donors.

Excellent verbal and written communication skills, including spelling, grammar and punctuation.

### **DESIRED QUALIFICATIONS**

Bachelor's degree and prior work experience in an academic and/or development office.

Familiarity with U-M database programs (DART, Business Objects, and M-Pathways).

Relevant experience in a fundraising environment.

Prior experience with event planning.