

Administrative Research Assistant & Scheduler

30-35 hours per week

Contract position June 1-October 31, 2018

Office of Development

Thomas Nelson Community College

This contract position will be recruited for by Strategic Solutions by Tricia, LLC and placed at Thomas Nelson Community College in Hampton, VA. This position will report directly to the Director of Development.

This position will support the fundraising function at Thomas Nelson Community College through providing research assistance on prospects and potential sponsors, provide support on scheduling prospect and donor appointments for all external professional fundraising staff , and provide administrative support to director as it relates to The College's 50th Anniversary and it gala.

Research Assistant

Experience in using Wealth Engine, Raisers Edge and other prospect tools is required. The Research Assistant will provide research support for at least eight new prospects on a weekly basis. The researcher will provide a comprehensive prospect profile for alumni, corporations, foundations and other prospects on a weekly basis. This position will provide and review reports with the Development Director and her team.

Appointment Scheduler

This position will provide appointment scheduling support to the Director of Development, Vice President of IA, College President and all other external professional fundraising staff. Emails, calls and follow up will be required to complete the above task. The weekly goal is twelve appointments set with prospects and donors. The Scheduler will need to multi-task and handle many calendars simultaneously. This requires extreme efficiency and close attention to detail.

Administrative Support

This position will provide administrative support in regard to the 50th Anniversary Celebration and The College's Gala in October 2018. Administrative duties include but are not limited to: Compile sponsor package packets, prepare mailings, assist and track sponsor benefit fulfillment, prepare sponsorship invoices, send thank you letters, follow up on outstanding pledges and commitments. This position will also provide logistic support to the Development Team on the Gala Event in October 2018.

Requirements

- Bachelor's Degree
- Experience in Higher Education, Foundation's, Nonprofits
- Experience with Raisers Edge, Wealth Engine, Social Media and social media
- Ability to be flexible in work hours and multi-task