

Assistant Director, Development Cover Letter

975 Kihn Ranch North Carlana, IA 42861

Dear Indigo Mills,

I am excited to be applying for the position of assistant director, development. Please accept this letter and the attached resume as my interest in this position.

Previously, I was responsible for leadership in the development of strategic communications planning for University Advancement fundraising, including all materials and proposals on behalf of the university.

Please consider my experience and qualifications for this position:

- Knowledge of Word, Excel, and related databases
- Knowledge of advanced research techniques using electronic database research and Internet resources
- Demonstrated knowledge/understanding of generally accepted accounting principles (GAAP)
- Familiarity or proficiency with the university development system (Advance), the university financial system (CREW, Oracle), and the university chart of accounts maintenance system (CSMA)
- Hands-on experience with business intelligence or equivalent experience in data analysis, reporting, and relational databases
- Detail-oriented and familiar with best practices for software development lifecycles
- Communicate effectively with technical staff and non-technical staff
- Experience working with student organizations and/or student leaders

Thank you in advance for reviewing my candidacy for this position.

Sincerely,

Indigo Cartwright