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# Example of Director Assistant Job Description

Our growing company is looking to fill the role of director assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director assistant

* Conduct 40+ personal discovery visits per year with the goal of soliciting leadership level annual gifts to the Hopkins Parents Fund within a gift range that is generally less than $25,000
* Educate and steward donors, and identify new prospects
* Research parents for potential engagement through committees, volunteer activities, annual giving, and/ or events
* Enter action notes, call reports and other information into RMS/ALADIN
* Meet regularly with the Director and Associate Director to identify opportunities for and challenges to broad based parent engagement
* Plan, coordinate and implement aspects and logistics of various small and large scale strategic Parents Programs and Giving donor cultivation/stewardship events
* Work with Director to identify and assess the goals and requirements of the event and to facilitate agreement on the appropriate budget
* Oversee coordination of guest list, invitation, briefings and logistics
* Coordinate with the Office of Annual Giving for annual mailings, email blasts and phonathon calls on behalf of the Hopkins Parents Fund
* Work with the Office of Annual Giving to craft cultivation, solicitation and stewardship letters along with phoning scripts for use in acquisition of annual gifts in support of Parents Fund

## Qualifications for director assistant

* Ability to work with large data sets, verifying and checking data thoroughly for
* Design and design management expertise on a senior level
* Exceptional portfolio of professional projects demonstrating creativity and unique graphic solutions
* Expert knowledge of methods, procedures, techniques, and media available for design production
* Procedures, pricing and techniques applied in the preparation, layout of finished art and presentation of visual material for printing and other purposes
* Expertise in typography