



# Example of Development Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of development assistant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for development assistant

- Work with Design to maintain seasonal development boards and coordinate L/Ds and S/Os
  - Manage prototype development process in partnership with Design, Technical and CAD/Graphics
  - Research qualities based on Design and Sales/Merchandising feedback
  - Work closely with Sales/Merchandising and Production to update pricing, care and sourcing issues
  - Support Design and Technical at fittings
  - Assist fabric and trim yardage buying necessary for prototypes and samples
  - Act on behalf of the Regional Directors of Major Gifts in regards to establishing priorities and identifying and resolving problems that are administrative in nature
  - Oversee and/or perform duties associated with scheduling, organizing, and operating complex conferences, seminars, and events, including arranging with vendors for services, overseeing the production and distribution of materials, administering logistics, and managing event within budget in coordination with the events department at Hoover Institution
  - Attend regional events and conferences offsite
  - Compose and draft documents and correspondence and answer emails based on knowledge of Regional Director of Major Gifts' preferences
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- Excellent written and verbal communication skills, strong ability to edit and proofread documents
- Professional, personable, and efficient approach to all aspects of position
- Execute follow up mailings and interface appropriately via email, phone and in person with a wide range of constituents both internal and external to the institution including donors, Board members, prospects, directors, fellows, staff
- Order and maintain office supplies, stationary, office equipment, publications and other items needed to enable Regional Directors of Major Gifts to efficiently perform their job
- Keep up to date on training and system requirements needed to work efficiently and effectively in the Stanford online processing systems, administrative guides, and resources governing university business procedures and processes
- Assist with the product development and production across the Tops category of our in-house brands