



Example of Development Specialist Job Description

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Our company is looking for a development specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for development specialist

- Coordinate mass mailings and/or emails to donors, alumni and/or others on behalf of the School and Arizona PBS
- Anticipate the need for and prepare background materials regarding potential partners, donors and prospects
- Anticipate the need for informational materials, marketing collateral and other materials needed by development team
- Liaise with the Cronkite School's events team in helping to plan and execute development-related events
- Reconcile credit card purchases and mileage reports for expenses incurred by the development team
- Execute a variety of development-related administrative activities
- Manage all scholarships and endowments for the division to ensure they are appropriately communicated, awarded, tracked and stewarded
- Notify department heads of available funding for each account
- Oversee and coordinate annual scholarship and award thank-you letter writing by recipients
- Provide endowment reporting updates as generated by the Office of Donor Relations

Qualifications for development specialist

- Six Sigma Green Belt (Desirable)
- Developed and executed operating plans
- Working knowledge of capacity planning and logistics management

- Experience using campaign management tools such as SAS CI Studio, IBM Unica, Siebel Campaign, Infor/epiphany