Example of Director Assistant Job Description

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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

- 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