Job Title: Development Associate

BCAT Code: 09MX12  Effective Date: April 1, 2007
Pay Grade: G14    FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description:
Provides liaison services for the VP of Development, the Development Division, the President of the Georgia State University Foundation, and the Board of Trustees.

Job Duties/Responsibilities
- Serves as liaison for established entities associated with development activities.
- Initiates and coordinates meetings while taking minutes of development meetings.
- Prepares documents for entities associated with development activities.
- Communicates relevant and important information for development activities.
- Maintains databases, confidential information, and spreadsheets for development activities.
- Assists with the budget development and expenditure for development activities.
- Monitors and tracks purchase orders.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of office policies and procedures.
- Knowledge of basic computer operations and software, such as spreadsheets, word processing, databases, etc.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, maintain confidential information.
- Ability to provide excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards:
Bachelor’s degree and four years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.