



UNIVERSITY OF NOTRE DAME

Regional Associate Position Description

I. Overview/Duties and Responsibilities

The Regional Associate, “RA” will serve a critical role on a specific Development providing strategic guidance and activity on one of the following four tracks: *Prospect Management, Stewardship, Special Events, or Product Knowledge*. The RA will partner with the central unit of Prospect Management, Special Events and Stewardship, or Academic Advancement, depending on the track elected in consultation between the RA, Regional Development Administrative Manager, and respective Sr. Director.

Specific responsibilities for each of the four tracks may include the following:

- 1) *Prospect Management* - manage university and capacity ratings for the respective region; partner with the Engagement Information team to ensure prospect information is accurate and complete; work with the ADPMs to prioritize regional portfolios in an effort to maximize the ROI of cultivation activities;
- 2) *Stewardship* - development of personalized stewardship opportunities for gifts of various levels within the respective region; actively participate in the planning of stewardship activities such as Scholarship Fellowship Weekend; partner with the Stewardship team on development of endowment reports;
- 3) *Special Events* - plan and execute Freshman Parent events and other significant cultivation events such as the Development tailgate;
- 4) *Product Knowledge* - liaise with the Academic Advancement team on the annual speed learning exercise; serve as the region's subject matter expert on a suite of funding priorities.

These are some examples of the work that may be included within a respective track; specific responsibilities may evolve and will be agreed upon by the regional SRD and the Regional Development Administrative Manager.

In addition to leading efforts in one of these four tracks, the RA would work with no fewer than two Directors of Regional Development to provide administrative support on their respective portfolios. Such administrative tasks could include clerical and project management duties requiring strong interpersonal, organizational, and computer skills. The RA is specifically responsible for all scheduling of appointments and calendar maintenance, trip and meeting preparation for fundraisers, contact report input and maintenance, and benefactor stewardship, including the coordination and tracking of acknowledgements. Additionally, the RA is responsible for knowledge of all departments within University Relations, along with a comprehensive understanding of organizational policies and procedures to assist their regional fundraisers.

II. Minimum qualifications:

- Associate's Degree or up to 3 years of college or technical school.
- 3 to 4 years' experience.
- Bachelor's Degree preferred.
- Extensive knowledge of Microsoft Excel, Microsoft Word, and Google Apps. Knowledge of BSR Advance database system is a plus.
- Must be highly organized, detailed, task-oriented, and skilled in prioritizing tasks. Must have ability to work in a fast-paced office, on a variety of projects, with multiple team members. Must possess strong computer skills. Strong written and verbal communication skills required. Advanced skills using MS Office software, especially the most current version of Excel. Commitment to excellence in delivering products and services. Must have the ability to adapt quickly and effectively to changing circumstances.

In addition to these qualifications, because of the nature of this position, certain qualities are key to the success of the individual in this role:

- Ideal incumbents will be administrative professionals who possess strong communication skills, enjoy working in a fast-paced environment and are committed to Notre Dame's mission, vision, and values. The right candidate must have the ability to handle multiple tasks concurrently with attention to detail and accuracy while delivering exceptional customer service. Must be able to work independently and as a member of a team; recognize and support different work styles; maintain confidentiality at all times; take responsibility for project deadlines; and initiate appropriate actions as necessary. Experience in a sales or fundraising environment is preferred but not required.