CHICAGO THEOLOGICAL SEMINARY

Development Assistant – Remote

Position Overview:
The Student Development Assistant provides support services for the Office of Advancement. The Assistant's principal responsibilities include assisting in the functions and activities of CTS Advancement Services team members.

Position Responsibilities:
- Creates new user records in Raiser's Edge, according to department guidelines, filling in as much contact information and other research as possible.
- Changes records to deceased as directed according to department guidelines, updating corresponding relationships as needed.
- Inputs new student records, new alumni records, and other data acquisition as directed.
- Calls CTS constituents to update their information, build a rapport, update them on CTS news and events, and solicit/steward gifts.
- Assists with Annual Giving fundraising efforts such as: setting up emails in Thankview and MailChimp platforms, tracks Annual Giving Email performance, updates communication roadmaps, etc.
- Uploads designated scanned donor correspondence into Raiser's Edge. Copying, scanning, and mailing of letters may also be requested.
- Researches and enters historical information in constituent records as directed.
- Makes database updates, including address and phone changes, relationship changes, etc. as received from Advancement Staff members.
- Conducts individual and organization constituent research online as requires.
- Provides administrative support services for the office team.
- Performs other duties as assigned.
- Handles personal information with extreme confidentiality – keeps confidential all information pertaining to constituent contact giving history, giving level, advancement contact and interaction, etc.

Qualifications:
- Requires proficiency with Microsoft Office, social media platforms, online research, and comfort in learning new technologies and software
- Experience with Raiser's Edge 7, Raiser's Edge NXT, or other CRM/development databases a plus

Reports To: Manager of Advancement Services and Director, Annual Giving, Operations, Stewardship

Work Schedule and/or approximate number of hours: 10-20 hrs/week

Pay rate: $15.40/hr

Term: September 2022 – May 2023, with possibility for summer hours

This is a remote position.

Click HERE to apply.

In order to ensure that as many students as possible have the opportunity for employment, student workers must reapply for each position for each term. There is no guarantee of being rehired. Rehiring is also based on prior performance, qualifications, and availability.