



Position Description **Advancement Assistant**

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The job starts January 1, 2025.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Assistant to Advancement

POSITION'S OPERATING GROUP: Advancement Office

OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES: The Advancement team serves the mission of KWU by projecting an authentic and attractive institutional brand; identifying best supporters, and cultivating them through trust-based relationships and recipient-centered communication.

POSITION'S DEPARTMENT: Advancement/Fundraising

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: Advance the mission of KWU through donor-centered fundraising.

POSITION'S DIRECT SUPERVISOR: VP of Advancement & University Operations

DATE POSITION LAST REVIEWED OR ANALYZED: October 2024, reviewed by VP of Advancement & University Operations and Human Resources

POSITION'S EMPLOYMENT STATUS: Staff, Full-Time, Non-Exempt, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: Salary to be determined at hiring based on the person's qualifications and experience. Benefits are available to full-time employees.

POSITION INFORMATION

POSITION SUMMARY: Advance the mission of Kansas Wesleyan University through multiple fundraising and revenue avenues.

POSITION WORKS WITH: The Advancement staff of 3-4 people. In addition, this position works with faculty and staff to analyze fundraising and enrollment needs and opportunities, as well as with alumni and university donors.

POSITION'S STAFF AUTHORITY: None

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 95% of time spent in a temperature-controlled office environment and 5% of the time spent on working events.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS: None

POSITION'S EQUIPMENT: University's phone system, personal cell phone, computer, University giving database system.

POSITION'S WORK SCHEDULE: A flexible work schedule of approximately 40 hours per week plus additional hours as required by university and group needs, as well as working some nights and weekends to accommodate for events.

TRAVEL REQUIREMENTS: Less than 2% of work time will be spent traveling locally for university events.

POSITION DUTIES AND PERFORMANCE MEASURES

Position's Essential Duties:

- Responsible for conducting general office tasks including responding to alumni, donor, prospective recruit and parents, staff and faculty requests via e-mail phone and in person, word processing and proof reading;
- Responsible for efficient management of the Institutional Advancement, and, Alumni Offices, including managing a proper filing system, maintaining records for office expenses, purchasing office supplies, overseeing copy machine use, preparing daily mailings and assisting with other larger mailings for the office;
- Assist with donor information management in the university's J1 database and Advancement software;
- Write hand-written notes to designated donors thanking them for their support;
- Attend office staff meetings;
- Assist in the processing of invoices, purchase orders and tracking budget cost centers for Advancement, Admissions, MARCOM units.

Advancement Events:

- Assist with event planning and preparation
- Serve as coordinator for specific events and facilitate communication between various departments to ensure success of event.
- Supports university events (requires some evenings and weekend)
- Performs other duties as assigned.

POSITION QUALIFICATIONS

Qualifications:

- Must understand the philosophy of private higher education and support the mission of the University
- Possess excellent verbal and written communication and organizational skills
- Ability to effectively manage relationships with staff, faculty and student populations
- Ability to manage multiple tasks with minimum supervision
- Ability to interpret statistical reports and prepare statistical reports when necessary
- Strong database and computer skills
- Exhibits strong positive attitude and ability to foster teamwork in the office

Experience and Education:

- Minimum requirement of high school diploma or equivalent
- Education and work experience sufficient to perform responsibilities of position
- Work experience that will provide knowledge of institutional development

Special Requirements:

- KWU identifies all personnel as “mandatory reporters” pertaining to Title IX regulations and both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. **All “offers of employment” are subject to a criminal background check prior to employment.**