Development Associate - University Advancement

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Type: Full-Time
Category: Development and Fundraising
Military

Carnegie Mellon University

Carnegie Mellon University is enjoying the most productive fundraising years in its history, raising more than $950 million over the last three years. University Advancement (UA) supports the entire CMU community in building relationships with key constituencies and securing the financial resources the university needs to continue its ascent. As the division grows, we are seeking a **Development Associate** to join our **International Development** team.

Reporting to the Executive Director, International Development, this role supports the International Development team to increase their efficiency and effectiveness as frontline fundraisers. The Development Associate assists with moves management, ensures data accuracy, prepares and coordinates materials for fundraising and stewardship activities, manages development and alumni event logistics, and contributes to the team's global

engagement efforts. The position requires strong communication and organizational skills, as well as the ability to manage multiple priorities independently while working collaboratively within a team-oriented environment.

Core responsibilities include:

- Partnering with prospect managers to increase their efficiency and effectiveness as frontline fundraisers.
- Assisting prospect managers with moves management to support the qualification, cultivation, and solicitation of donor prospects.
- Preparing and editing correspondence, fundraising proposals, gift agreements, and presentations (leveraging tools such as generative AI for drafting and editing), ensuring that the highest quality materials are produced within required time parameters.
- Utilizing data, research, and reporting to help prioritize and optimize fundraiser efficiency; maintaining reports and dashboards to track activity and help inform team decision making.
- Ensuring that prospect information is accurate and up to date in University Advancement's database of record.
- Requesting and completing briefings in a timely manner for university leadership to ensure effective preparation and execution of high-level engagements.
- Supporting consistent stewardship by ensuring acknowledgements, follow-up, and donor recognition are carried out and properly recorded. Develop stewardship plans for top international donors.
- Assisting with the planning and coordination of events targeted to CMU's internationally based constituents.
- Coordinating directly with alumni, parents, and volunteers when needed to ensure quality event management.
- Collaborating in a timely manner with ACE and Advancement Communications; ensuring event follow-up is completed promptly, including recording participation, tracking engagement opportunities, and finalizing event information in the database.
- Preparing, maintaining, and updating itineraries for leadership travel and on-campus visits with international alumni, families, and prospective donors.

- Preparing and posting bi-monthly content in international alumni social media groups. Monitor discussions for potential prospect information and ensure compliance with CMU's community engagement guidelines.
- Coordinating efficiently and in a timely manner with internal partners, including colleagues across University Advancement as well as within schools and colleges.
- Preparing appropriate meeting agendas in advance, ensuring follow-up on action items.
- Assisting in the coordination of internationally focused annual fund efforts and manage, in collaboration with the Annual Giving team, specific appeals to the international community.
- Other duties as assigned.

You should demonstrate:

- The ability to work independently and function effectively within a collaborative team environment.
- The ability to collaborate and communicate effectively with team members, colleagues across UA and the university, as well as external partners including alumni, parents, and volunteers.
- Demonstrated writing and editing skills; excellent organizational, multi-tasking, reasoning, problem-solving, and analytical skills.
- Ability to work independently, set priorities, and adjust as needed to meet performance objectives and established goals and timelines.
- Proficiency in using databases, social media platforms, and generative AI tools for research, communication, and project support.

Qualifications:

- Bachelor's degree required.
- 3-5 years of development experience required; experience in higher education or an international setting preferred.
- A combination of education and relevant experience from which comparable knowledge is demonstrated may be considered.

Additional Information:

Sponsorship: Applicants for this position must be currently legally authorized to work for CMU in the United States. CMU will not sponsor or take over the sponsorship of an employment visa for this opportunity. Carnegie Mellon is not a qualifying employer for the STEM OPT benefit: only the 12-month OPT may be used to work at Carnegie Mellon.

Joining the CMU team opens the door to an array of exceptional benefits.

Benefits eligible employees enjoy a wide array of benefits including comprehensive medical, prescription, dental, and vision insurance as well as a generous retirement savings program with employer contributions. Unlock your potential with tuition benefits, take well-deserved breaks with ample paid time off and observed holidays, and rest easy with life and accidental death and disability insurance.

Additional perks include a free Pittsburgh Regional Transit bus pass, access to our Family Concierge Team to help navigate childcare needs, fitness center access, and much more!

For a comprehensive overview of the benefits available, explore our Benefits page.

At Carnegie Mellon, we value the whole package when extending offers of employment. Beyond credentials, we evaluate the role and responsibilities, your valuable work experience, and the knowledge gained through education and training. We appreciate your unique skills and the perspective you bring. Your journey with us is about more than just a job; it's about finding the perfect fit for your professional growth and personal aspirations.

Are you interested in an exciting opportunity with an exceptional organization?! Apply today!

Location

Pittsburgh, PA
Job Function

Development
Position Type

Staff - Regular
Full Time/Part time

Full time
Pay Basis

Salary

More Information:

- Please visit **"Why Carnegie Mellon"** to learn more about becoming part of an institution inspiring innovations that change the world.
- Click here to view a listing of employee benefits
- **Carnegie Mellon University is an Equal Opportunity Employer/Disability/Veteran**.
- **Statement of Assurance**

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

Related Searches:

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