

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

**Federal Work Study
Job Description Form**

Job Title: Development Associate

Desired No. of Hires: 2

Department or Organization: Institutional Advancement

Address (Off campus only):

Supervisor: Julie Phillips

Office: DON168

Phone: x2253

Email: jphillips@hcc.edu

Designee: Laura Freeman

Office: DON158

Phone: x2613

Email: lfreeman@hcc.edu

General Job Description:

Assist and development team with administrative tasks. Support with donor relations activities and data entry of phone numbers, emails, and addresses.

Detailed List of Duties:

General administrative support including but not limited to: writing thank you notes to donors, copying, filing, creating thank you videos for donors, data entry, collating, stuffing mailings, copies, scanning, bulletin boards, campus errands, and general event support.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Employee can learn about the field of philanthropy and alumni engagement. In addition, employee will learn leadership skills, time management, and professional communication.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Employee will be using phones, laptops, and copier. Employee may have contact with donors and students at events.

Ability to keep donor and alumni contact information confidential.

Skills and/or previous experience desired:

Ability to speak clearly, ask questions. Coachable and willingness to learn.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Week days (no evening or weekends)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Laura Freeman
Print Name of Supervisor

Manager, Donor Relations
Title

8/31/23
Date

Please return completed form to drosado@hcc.edu