



**Job Classification Description**

**ASSOCIATE DIRECTOR OF DEVELOPMENT/ALUMNI RELATIONS    Grade 1**  
**VSC   UP   PAT Bargaining Unit    EXEMPT**

**BASIC FUNCTION**

## **ASSOCIATE DIRECTOR OF DEVELOPMENT/ALUMNI RELATIONS, Page**

### **MINIMUM QUALIFICATIONS**

Bachelors degree in appropriate discipline plus two to four years of relevant training and experience in related field, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Excellent oral and written communication skills.
- Ability to work independently.
- Proficiency in multiple computer software applications (Raiser's Edge preferred).
- Flexibility in schedule in organizing and attending some evening and weekend college functions as required.
- Ability to travel and be on the road approximately 20% of time. Personal visits to potential donors required.
- A strong commitment to confidentiality and professionalism.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**

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