

**Holy Cross College**  
**Student Employment**  
**Fall 2019**

**Title:** **College Relations Assistant – Development, Research and Cultivation**

**Department:** College Relations

**Supervisor:** Myriam Saint Jean

**Email:** [msaintjean@hcc-nd.edu](mailto:msaintjean@hcc-nd.edu)

**Schedule:** Approximately 10 hours per week to be determined with the supervisor

**Rate of pay:** \$8.50 per hour

**Location:** V-152

---

**Purpose**

Provide support to Assistant Director of Development for Research and Cultivation in processing donations, updating the development database and communicating with donors as needed.

**Essential Job Duties:**

- Process donations and prepare acknowledgement receipts
- Create and/or update existing records in the development database
- Export data from the development database into Excel
- Word processing and/or data entry into spreadsheets as required
- Steward donors through one-on-one phone conversations and preparing acknowledgement letters
- Assist and prepare in-house mailings for donors and prospects by using mail merge
- Occasionally assisting with stewardship event planning and preparation
- Other duties as assigned

**Minimum Education, Skills and Abilities:**

- Excellent interpersonal, written, and oral communication skills
- Intermediate knowledge and experience using MS Word, Outlook, Excel and PowerPoint
- Ability to learn Raiser's Edge software
- Strong organization skills and attention to detail
- Ability to maintain strict confidentiality