

JOB TITLE	Development Assistant
DEPARTMENT NAME	Women's Center
JOB LOCATION	Cunningham Hall
CONTACT/SUPERVISOR	Claire Vander Woude
PHONE NUMBER	206-685-2940
EMAIL ADDRESS	clairevw@u.washington.edu
BOX NUMBER	351380
EMPLOYMENT PERIOD	Summer Only [] Sum & Acad Year [x] Acad Year Only []
HOURS PER WEEK	Sum: 40 hrs/wk [] up to 19 hrs/wk [x] Acad Yr: up to 19 hrs/wk [x]
RATE OF PAY	\$10.00-\$15.00 (Compliance with current UW Student Pay Schedule)

Duties and Responsibilities

- ◆ Assist Women's Center development efforts including program development, fund raising, grant writing, and public relations.
- ◆ Help to plan and implement various aspects of the Women's Center's International Women Leaders Dinner, an event which celebrates women's leadership in the world and raises funds for the Women's Center's programs and services.
- ◆ Assist in creating public relations materials for the Women's Center.
- ◆ Help to educate campus and community members about the Women's Center's programs, services, and events.
- ◆ Maintain campus and community relations, including student groups and off campus donors.
- ◆ Assist the Women's Center Advisory Board in various tasks and projects.
- ◆ Assist with communication and correspondence regarding development, donors, grants, and campus & community outreach.
- ◆ Help to plan and staff special events and functions.

Minimum Qualifications

- ◆ Work study eligible
- ◆ Proficient in Microsoft Word, Excel and Access
- ◆ Good interpersonal and telephone skills - professionalism
- ◆ Good organizational skills and strong attention to detail very important
- ◆ Some experience and interest in development, donor cultivations, and public relations.
- ◆ Some evening and weekend availability

Educational Benefits

- ◆ Opportunity to enhance development and grant writing skills.
- ◆ Work closely with group of professional women who support the work of the Women's Center and development initiatives.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883

51% Comp. to Classified: Yes [] No []

State [] Federal []

Open [] Closed []

JOB NUMBER:

11WOMC04

JOB CATEGORY:

OFFICE/ADMIN