



# WESLEY BIBLICAL SEMINARY

## POSITION ANNOUNCEMENT | SEPTEMBER 9, 2023

# Development Associate

## POSITION SUMMARY

The development associate reports to the Director of Development and is responsible for administrative aspects of development. The development associate participates in fundraising activities and is expected to organize files, create correspondence, prepare reports and documents, manage calendars to schedule appointments, sort mail, and offer general staff support. Other responsibilities include but are not limited to:

## PRINCIPLE ACCOUNTABILITIES

- Communicate with donors
- Answer phones and greet visitors
- Process donations and prepare acknowledgement letters and other correspondence
- Maintain accurate and detailed foundation, corporation, and individual donor files
- Create monthly fundraising reports and other database reports as needed
- Assist with ongoing updating and correcting of database records
- Coordinate productions and mailings of appeal letters, alumni mailings, special event invitations, and development projects
- Maintain guest lists, gather, and prepare registration materials, and perform other duties as assigned for fundraising events
- Assemble donor kits for events and meetings
- Other duties as assigned by the Director of Development

## PERFORMANCE MEASURES

- Number of donations processed and acknowledged within 24 to 48 hours
- Success in maintaining accuracy of database records
- Accuracy of fundraising reports
- Success in coordinating the production of direct mail appeals and projects

## PREPARATION AND KNOWLEDGE

- Associate's or bachelor's degree in a related field desired
- A minimum of three years' experience in an administrative position, preferably in a not-for-profit development office
- Proficiency in Microsoft Word, Excel, donor database, and management experience.
- Excellent verbal and written communications skills, interpersonal skills.
- Ability to present information concisely and effectively, both verbally and in writing with attention to detail.
- Clarity and accuracy in communication.
- Ability to independently organize and prioritize work with little supervision.

## PROCESS OF APPLICATION

Submit the following documents, available at [WBS.EDU/EMPLOYMENT](mailto:WBS.EDU/EMPLOYMENT), to Kaitlin Godfrey, Director of Development, [KGODFREY@WBS.EDU](mailto:KGODFREY@WBS.EDU)

- Cover Letter that articulates the candidate's ability to fulfill the position
- Resume including References
- Completed Application Form

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## WBS GENERAL INFORMATION

Wesley Biblical Seminary ([www.wbs.edu](http://www.wbs.edu)) develops trusted leaders for faithful churches. It exists to educate and train men and women who, in fulfillment of the Church's mission, will live and proclaim Trinitarian faith, promote the Spirit-filled life, and in full commitment to the absolute authority of the Bible, actively

make disciples of Jesus Christ. Located in Ridgeland, MS, the seminary is a non-denominational institution rooted in the Wesleyan Holiness tradition and has been equipping students with the knowledge and skills to communicate the gospel to a world that needs a Savior for almost 50 years.