



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Junior Development Officer</i>	EEOC Job Classification	Administrative Support Worker
		FLSA Classification	Non-exempt
Department:	Development	W/C Classification	8868 – Administration/Faculty
Reports To:	Director	Effective Date	8/24/2022

SUMMARY

Advance the mission and vision of TMUS by performing a variety of administrative and staff support duties for the department, which requires a range of skills and knowledge of organizational policies and procedures. Supports Development Officers by preparing reports, editing documents, running errands, completing paperwork and performing recurring and one-time administrative tasks.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist the Development staff in day-to-day operations.
- Represent the mission of the institution to internal and external parties.
- Manage relationships with existing and prospective donors and is expected to identify, qualify, cultivate, solicit and steward alumni and friends of the university.
- Report on all prospective donor contacts to ensure positive and purposeful donor relations.
- Demonstrate a highly energetic, professional work ethic with a track record of building relationships.
- Manage scholarship coordinating and donor relations services.
- Support Development Officers as they meet with and speak to donors.
- Work collaboratively with Prospect Management to support efforts to identify and engage new prospective donors.
- Build, maintain and manage a small active portfolios young alumni and students.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience preferred.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; have full dexterity of hands and arms; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- No travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.