



HOBART AND WILLIAM SMITH
COLLEGES

POSITION DESCRIPTION

POSITION TITLE: Graduate Assistant: Development Coordinator (2024-2025)
LOCATION: Geneva, NY

POSITION SUMMARY

Hobart and William Smith Colleges is accepting applications for admission into the [Master of Arts, Higher Educational Leadership program](#). Our two-year Master's in Higher Education Leadership (MHEL) program will prepare you to challenge the current state of higher education and lead the change needed to support the next generation of college students. Courses encourage you to analyze and critique the history and policy of higher education, identify ways to move the needle on belonging, diversity and equity initiatives and investigate leadership and innovation techniques. Admission is on a rolling basis, with a priority deadline of March 1, 2024, for the 2024-2025 academic year for both Graduate Assistantships and admission. The program boasts a wide array of Graduate Assistantships which include tuition remission in the HWS MHEL program and a \$20,000 stipend.

As the Development Graduate Assistant, they are responsible for effectively coordinating efforts with donors and donor prospects in support of fundraising for institutional initiatives and campaign priorities. As part of a team of colleagues who are responsible for raising gifts from leadership donors, this person will be a valuable contributor to team goals. They will represent the Office of Advancement and the Colleges in a highly professional manner.

Responsibilities:

- Collaborates with development staff to interpret, evaluate and recommend qualification, cultivation, solicitation and stewardship approaches; assists development staff in prioritizing prospect portfolios and encourages the timely review and assignment of newly identified prospects through recurring portfolio review meetings and prospect strategy discussions
- Runs daily, biweekly, monthly and quarterly fundraising reports.
- Helps maintain and update prospect management ratings and information within Raiser's Edge database to support the identification, segmentation, qualification, financial assessment, and assignment of new, pipeline and active prospects.
- Works with the Parent Program office to help manage the Parent's Executive Committee, Cook Circle and related meetings, events, etc.



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- Oversee and handle sensitive personal and financial information, and interact directly with leadership donors, and key alumni volunteers.
- Where applicable, attends various Advancement events.
- Performs other related duties as required.

Other Information:

This is a part-time, temporary, non-benefits eligible position. This position description is not all-inclusive as other tasks or responsibilities may be assigned.

Qualifications:

- Bachelor's degree is required and a minimum of one year of leadership experience, preferably experience related to the area.
- Demonstrates an ability to work with a diverse group of people and enjoys spending a significant amount of time with people.
- Student centered and with a team approach to success.
- Should be detail oriented and organized.
- Must bring positive energy and a sense of humor to the work.
- The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required.

Terms of Employment:

- Must maintain a cumulative GPA of a 2.75.
- Employment begins August 1, 2024, and ends May 31, 2025

All Graduate Assistantships must be accepted into the [Master's of Arts in Higher Education Leadership](#) at Hobart and William Smith Colleges as full-time students, as Graduate Assistantships have a maximum term of two consecutive years. Maintaining good academic standing, contributing in the classroom setting, managing their time effectively and balancing their schoolwork along with their GA duties is a priority for all parties.

[Click here to apply for position](#)