

## DEVELOPMENT RESOURCES ASSISTANT \*

### **Function of Job:**

Under administrative supervision of designated official, to be responsible for developing, evaluating and maintaining a resource information system for use in areas of private financial support and/or externally funded grants/contracts for education/research purposes, including organization of data and retrieval of information from varied sources.

### **Characteristic Duties and Responsibilities:**

1. Obtain, organize, and evaluate information from varied existing sources.
2. Develop additional creative information sources as required.
3. Be responsible for retrieval of researched information.
4. Prepare detailed reports, lists, directories, special bulletins, news letters/releases and/or other publications as applicable, on researched information on major gift prospects **or** current external funding sources for research/education.
5. Develop recommendations to development office staff and key volunteers regarding use of research information **or** advise faculty, graduate students and administration concerning current information on external sources for research/scholarly activities.
6. Provide sponsor guidelines and contact appropriate officials at sponsoring agencies, as required.
7. Serve as resource person to appropriate outside group/committees or faculty/staff seeking external funding.
8. Supervise assigned clerical support staff.
9. Communicate effectively verbally and in writing to all publics, both on and off campus, and perform appropriate public relations duties as required.
10. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree or equivalent combination of education and experience.
2. Research and organizational skills.
3. Tact, diplomacy, and ability to work effectively with a variety of people.
4. Thoroughness with aptitude for detailed work.
5. Strong sense of discretion and confidentiality.
6. Excellent communications skills, both oral and written.
7. Knowledge of grant/contract operations if related to work performed.

### **Additional Desirable Qualifications:**

1. Knowledge of resource tools and/or fund-raising techniques, as applicable.
2. Familiarity with the college/university.

11/9/89

System Approval

11/9/89

Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 3/15/79 and revised 8/8/80.