



POSITION ANNOUNCEMENT
Graduate Assistant for University Development

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a Graduate Assistant to serve in the office of University Development on the main campus. This position is 20 hours per week and is a full tuition benefit extending through the duration of the student's Master's program. Stipends, textbooks, and computers are not provided as part of the assistantship. The goal of the office of University Development is to cultivate relationships with MVNU's constituents to further their engagement with the University. The University Development graduate assistant would report to and support the director of Development in efforts of donor stewardship, database management, fundraising events, donation receipt/acknowledgement, and other duties as assigned.

Responsibilities for this position include:

- Constituent updates (contact info, employment, etc.) in Raiser's Edge NXT
- Event coordination for the annual Endowment & Legacy Dinner and two young alumni events
- Deposit, receipt, and acknowledge check and cash donations
- Donor research, including the use of LinkedIn and other social media platforms
- Gift agreement paperwork preparation for gift officer meetings with prospects
- Supplies management, ordering, and coordination with the Marketing Department
- Website updates
- Oversight of the annual endowment thank you program and statement mailing
- Assist with additional tasks within the overall University Development department

Expectations for the successful candidate:

- Evangelical Christian confession of faith
- Bachelor's degree
- Working understanding of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Clear and concise interpersonal communication skills
- Ability to think creatively

- Excellent organizational, written, and communication skills
- Acceptance into an MVNU Graduate Program
- Must be capable of sitting, walking or standing for long periods of time, frequent use of stairs, ability to lift 25 pounds

Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs> . Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.