



Job Title: Advancement Office Assistant
Hours per week: 5-20
Number of positions: 1
Length of Employment: January 17 – May 12
(Academic progress must be met every semester to continue)
Pay rate: \$11.50 /hr
Supervisor: Danielle Murzynsky-Obiekwe
Contact: d.murzynsky-obiekwe
Department Name & Code: Office of Institutional Advancement 122
Location: Lloyd Kiva New Welcome Center
Classification: Federal, State or Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:

Assist with advancement and alumni projects and day-to-day activities related to fundraising, donor communications, donor and alumni database updates, mailings, list development, and other as needed.

Job Description/Responsibilities/Abilities:

General office support of advancement and fundraising work for IAIA and MoCNA, data entry in Raisers Edge, excel spread sheet and mailing lists, potential design work, event support on and off campus, assistance with preparing mailings, and support maintenance of filing systems. Support donor communications and relations, answering inquiries by phone, email, and mail. Great learning opportunity for Museum Studies students who want to learn fundraising basics. Requires confidential handling of sensitive donor information.

General Qualifications:

- Natural relationship builder; excellent public/guest service by phone, email and mail
- Proficiency in Microsoft Office suite; experience/familiarity with donor databases and MailChimp or other email marketing system preferred
- Respect for donor confidentiality and ability to handle sensitive or confidential information appropriately
- Exceptional communication skills; excellent written and verbal skills; typing strength
- Strong organizational skills
- Reliable; flexible and ready for change to meet highest priorities
- Physical Demands: able to sit, stand, ascend or descend ladders/stairs, and lifting and lowering 15lb.

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/