



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>Development &amp; Alumni Associate</i>	<b>EEOC Job Classification</b>	Administrative Support Workers
		<b>FLSA Classification</b>	Non-exempt
<b>Department</b>	Development (5080) & Alumni Relations (5085)	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To</b>	Chief Development Officer	<b>Effective Date</b>	9/4/2020

SUMMARY
The Development & Alumni Associate will work with the Office of Development and Office of Alumni Relations in assisting with ongoing development and alumni operations and communication.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"><li>• Represent the mission of The Master’s Seminary to donors, alumni, faculty, staff, and students.</li><li>• Communicate the impact of donations to donors, alumni, faculty, staff, and students.</li><li>• Communicate the core values of The Master’s Seminary among all development and alumni partnerships including: (1) Expository Preaching, (2) the Local Church, (3) Personal Holiness, and (4) Global Missions.</li><li>• Communicate the needs of The Master’s Seminary to ministry constituents.</li><li>• Coordinate strategic meetings and events that will help strengthen the Office of Development and the Office of Alumni Relations.</li><li>• Establish and maintain processes to engage our donors and alumni in creative and strategic ways, both for their encouragement and for the benefit of the institution.</li><li>• Oversee the development and alumni database. Perform other miscellaneous job-related duties as assigned.</li></ul>

QUALIFICATIONS
<ul style="list-style-type: none"><li>• Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.</li><li>• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds.</li><li>• Excellent oral and written command of the English language.</li><li>• Ability to compose, proofread and edit correspondence.</li><li>• Possess excellent organizational skills.</li><li>• Exercise confidentiality, good judgment and discernment.</li><li>• Commitment to respect and submit to departmental and Institutional leadership.</li><li>• Ability to communicate effectively, both orally and in writing.</li><li>• Must successfully pass a background investigation.</li></ul>

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

## EDUCATION AND EXPERIENCE

### Minimum requirements for this position:

- Bachelor's degree or equivalent.
- Two years of administrative experience preferred.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

## 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, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- Occasional travel is involved including overnight stays.

## 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.