

## **JOB POSTING:**

**POSITION: Development Assistant/Part Time: Average 20 hours per week**

**Newman Catholic Student Center**

**Iowa City, IA**

The Newman Catholic Student Center in Iowa City is a Roman Catholic campus ministry to those associated with The University of Iowa. Its mission is to promote spiritual development within a faith community and to **prepare disciples for the Church and the world**. Located adjacent to The University of Iowa campus, our highly active Campus Ministry offers a full range of faith formation programs to the more than 7000 self-identified Catholic students and other UI community members.

To support this important mission, we seek a development assistant who is passionate, energetic, self-motivated and confident in their ability to ask for financial support and close philanthropic gifts. Enthusiasm for building and maintaining strong relationships with students, parents, alumni and other community members is utmost to the success of the Development team in bearing fruit in the form of philanthropic gifts. This is a part time, 20 hour per week position. Hourly wage commensurate with education and experience.

## **POSITION SUMMARY:**

As a key part of the Development team, the Development Assistant works in tandem with the Director of Development to advance the Newman Catholic Student Center mission by ensuring sustainable funding to support the organization's mission and ministries through donor retention, growth of the donor base and fundraising events. A dedication to promoting the Newman Center and our mission **to prepare disciples for the Church and the world** is essential. This person aids in fundraising activities which are based upon thorough knowledge of the functions, procedures and standards of the Newman Catholic Student Center. The Development Assistant is confident, assured, has a positive attitude, works at a high level of quality, effectively multi tasks, embraces change, and constantly looks for ways to improve processes and build intentional relationships with all stakeholders (donors, students, staff, and community members). This position reports to the Director of Development and works collaboratively and strategically with other staff.

For a full job description visit [www.iowacatholic.org](http://www.iowacatholic.org).

## **TO APPLY:**

Please submit a cover letter and resume with reference list to Kristie Wert, Director of Development at [kristie@newman-ic.org](mailto:kristie@newman-ic.org). Deadline to apply is October 10, 2022, however, resumes will be accepted until the position is filled.