



Job Description: Open
Development Assistant, The Georgia Bulldog Club – 2 positions
(Reports to Director of Development)

Responsibilities

- Serve as crucial customer service/donor relations representative for The Georgia Bulldog Club (40%)
- Coordinate one of two major programs: G-Club (Letterwinners association) programming or the Young Alumni program (20%)
- Provide support to all four annual funds (Hartman Fund, Basketball Enhancement Fund, Gymnastics Endowment Fund and the Georgia Baseball Fund) (15%)
- Assist with the donor relations/stewardship program, including: new donor education, gift acknowledgements and gift receipting (10%)
- Assist with electronic communication including press releases, the monthly electronic newsletter and website updates (5%)
- Assist the Major Gifts team with identifying new prospects (5%)
- Assist with various development events including: meet the team events, the student-athlete thank you note luncheon, scholarship endowment luncheon, UGA Days, student-athlete thank-a-thon and home football and men's basketball game days when needed (5%)
- Other duties as assigned

Qualifications

- Bachelor degree in a related field, Masters preferred.
- Experience in intercollegiate athletics as well as a fundraising program is helpful
- Excellent interpersonal, organizational, oral and written communication skills
- Strong computer skills including Microsoft Office, previous experience with Paciolan preferred
- Excellent customer service skills
- Ability to work evening or weekend hours

Position is 11 months in duration; beginning June 8, 2015. Compensation for the position is \$1,500 monthly.

To apply, send resume, cover letter and list of references to hrdept@sports.uga.edu. Subject: Development Internship