

**Job Posting Date:** July 17, 2017

**Application Review Date:** July 28, 2017

**Job Title:** MSU Foundation Development Associate

**Location:** Mayville, ND

**Compensation:** \$25,000 - \$35,000, dependent on experience  
Competitive fringe benefit package to include:

- Employer paid full family coverage for health insurance
- Retirement plan
- Education tuition waiver benefits
- Additional benefits can be found by [clicking here](#).

**Who can apply:** Internal/external candidates eligible to work in the United States

**Job Description:** Position works to assist foundation staff in the areas of annual giving, corporate giving and accounting. Works with and reports to the executive director to plan, develop and execute annual fund drives, corporate sponsorship programs and membership campaigns. Also works to keep financial information up to date including donation revenue and foundation expenses and develops reporting for the board in all areas. Receives training and support from MSU Controller and Executive Director. Also acts as a support for the special events foundation team as needed. Will communicate with donors via phone, letter and in-person to build good donor relationships.

**Minimum qualifications:**

- College degree in business, communication, or finance.
- Experience in finance or accounting with attention to detail
- Good people skills
- Excellent writing and communication skills
- Ability to learn both donor or financial software

**Preferred qualifications:**

- Non-profit foundation experience

**Applicants should submit the following materials:**

1. [MaSU Employment Application](#)
2. A letter of application
3. A current resume
4. The names of 3 professional references with each person's position, e-mail address, and telephone number
5. Copy of transcript

Send application materials to: Crystal Beggs HR Director, 330 3<sup>rd</sup> Street NE, Mayville, ND 58257 or email to [crystal.beggs@mayvillestate.edu](mailto:crystal.beggs@mayvillestate.edu)

For specific questions regarding this position, contact John Klocke at 701-788-4787 or email [john.klocke@mayvillestate.edu](mailto:john.klocke@mayvillestate.edu)

MaSU is an Equal Opportunity Employer and encourages applications from diverse candidates and candidates who support diversity. ND veteran's preference laws apply to this position. Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 and if claiming disabled status, a current letter of disability. The state of North Dakota has an open records law; therefore, your application could be subject to review upon request. A criminal history background check must be satisfied prior to employment.

ND Relay: <http://www.relaynorthdakota.com/>