

Development Administrator

Bermuda College Foundation

The Bermuda College Foundation is seeking applications from qualified persons to fill the following post.

The Development Administrator will be responsible for building and managing a donor database, communicating directly with donors, setting up appointments for the development team, providing periodic reports to the Foundation board as required, and organizing Foundation events.

Main Duties and Responsibilities:

- ◆ Manage and maintain Bloomerang Donor Database (online training with the system will be provided).
- ◆ Communicate with donors and potential donors as directed by Executive Director or delegate.
- ◆ Provide all administrative duties for the Foundation; (i.e letter writing, invitations, reminders, notices and email correspondence, telephone and electronic media coverage).
- ◆ Extract donor financial information from database for Foundation accounts and board members.
- ◆ Arrange all meetings for the Foundation and prepare minutes.
- ◆ Produce and provide regular reports to Foundation development team and Board.
- ◆ Record and produce minutes of board meetings.
- ◆ Communicate with Bermuda College Alumni and board members as required.

Qualifications and Experience:

- ◆ An Associate's Degree in Business Administration or equivalent.
- ◆ Certification and proficiency in Microsoft Office products including Word and Excel (data management and spreadsheets).
- ◆ A minimum of three (3) years' experience in office administration or a similar role.
- ◆ Proven experience in a fundraising/development environment would be an asset.
- ◆ Willing to learn a new database management product – Bloomerang.
- ◆ Proven ability to communicate with corporate boards and other key stakeholders at all levels orally and in writing.
- ◆ Must be a team player with the ability to work under pressure and hold confidential information.
- ◆ Ability to work independently and be self-motivated with flexibility to work overtime as necessary.

Applications should be submitted to:

Bermuda College Foundation, c/o The Office of the President

Bermuda College, P.O. Box HM2718, Hamilton HM LX, Bermuda College or humanresources@college.bm

Please send, along with your resume: At least two (2) recent written work references and two (2) written character references which include contact information. Persons that are providing a work reference, must be able to assess from their experience, your qualifications and experience.

IMPORTANT: Applications will not be processed without requested references attached.

Closing Date: November 29, 2018

