

Employment Opportunity

Development Associate

The St. Thomas More Newman Center, the Catholic campus ministry serving The Ohio State University, seeks a part-time Development Associate who is responsible for strategic and creative messaging of the Newman Center's mission to external and internal audiences. The Associate coordinates multiple development activities including the annual giving campaign and manages development office functions. The Development Associate engages in high-level collaboration with the Donor Relations Coordinator and Director of Development.

Qualifications:

- Education and/or experience specific to the position
- College graduate with a degree in communications or related field desired
- Experience with appeal writing desired
- Previous experience with fundraising and nonprofits desired

Benefits:

- Salary commensurate with education and experience
- Paid time off and holiday pay
- Employee paid health and dental insurance
- Supportive and collaborative work environment
- Job training and periodic professional development opportunities

The full job description can be viewed at <http://www.buckeyecatholic.com/employment>
Please submit resumes at hr@buckeyecatholic.com.