As part of the fundraising arm of the College, our staff frequently interacts with Oxy’s donors, faculty members, and campus staff. The Office of Gift Planning specifically deals with donors who are considering or intending to include the College in their estate plans (i.e. by will, trust, annuities). Our responsibility is to solicit for these gifts and honor those individuals who have already chosen to benefit the College beyond their lifetime.

**Duties/Responsibilities:**
- Prepare and edit correspondence, proposals and marketing materials
- Help maintain an extensive file system
- Document research and spreadsheets
- Prepare large mailings
- Assist with standard office tasks (answer phone, copy, run errands)
- Assist with developing social media posts

**Qualifications:**
- Must demonstrate an ability to work with highly confidential information and stay focused in a busy setting. Must be able to work independently and identify departmental needs
- This position requires solid writing and editing skills and excellent grammar. The ability to proofread and attention to detail is essential
- Advanced computer skills are a must. Ability to learn quickly and use various databases, software programs and must be able to manipulate various document types encountered in our various projects
- We are looking for a long-term commitment
- Professional demeanor is essential, especially while working with donors and other members of the staff
- Proactive and willingness to take on any other office-related duties

**Start date:** September 2022

**End date:** May 2023

**Work Schedule:** M-F

**Hours Per Week:** 8 hours maximum

**Starting pay rate:** $16.04
Students with prior office experience, an interest in nonprofit fundraising, or fast learners should complete a student employment application and send it as an attachment with your resume and cover letter to Amber Thai, Associate Director of Gift Planning Administration and Stewardship, at thaia@oxy.edu. Applications are available in Human Resources on the lower level of the AGC Center.