



JOB DESCRIPTION

TITLE: Development Assistant

DATE: August 2025

DEPARTMENT: Advancement

SUPERVISOR: Director of Development
Strategy and Research

FLSA Classification: Non-Exempt

SUMMARY:

The Development Assistant plays an important role in the Scholarship Foundation's success by providing administrative support to the development team. For over 60 years, the Marine Corps Scholarship Foundation has been Honoring Marines by Educating their Children, providing higher education scholarships to 2,800 children of Marines annually across all 50 US states and 27 overseas territories. As we embark on an ambitious strategic plan to grow the Foundation, we are seeking a passionate, organized, and resourceful thinker to help execute the development strategy and revenue goals for the organization.

The Development Assistant reports to the Director of Development Strategy and Research and serves as a central person for coordination across the Advancement Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Senior Director of Philanthropy and Regional Directors of Philanthropy by maintaining investor portfolios, drafting and sending personalized communications, and ensuring timely and accurate documentation of interactions, meetings, and gift-related materials in constituent records database.
- Provide administrative support to development team, including scheduling and coordinating virtual and in-person meetings, developing and scheduling travel logistics, and preparing detailed itineraries to ensure seamless external engagement.
- Draft and track proposals, pledge agreements, and gift intentions.
- Utilize constituent records management database to generate complex queries and reports. Support the development team with data-driven insights for prospect meetings, donor segmentation, and campaign planning.
- Support donor data health and hygiene in coordination with Data Operations. Regularly audit constituent records for accuracy, and flag and fix issues to maintain clean and reliable constituent data. Process undeliverable postal and email communications, correcting information in constituent records database using tools to research and update addresses. Prioritize updates to support effective outreach and reduce repeat delivery issues.
- Conduct prospect research using approved platforms to identify and evaluate potential major donors. Analyze wealth indicators, philanthropic history, and affinity to MCSF's mission to inform strategic outreach and portfolio development.
- Prepare stewardship materials such as student profiles, impact reports, and investor briefings to support cultivation and retention of major gift investors, as needed and in collaboration with the Advancement Department.

- Support the execution of general mailings and targeted solicitations.
- Stay informed on trends in philanthropy, shifts in donor behavior, and news related to key constituents. Monitor publications, platforms, and internal updates, and proactively share insights with the team to support engagement and informed decision-making.
- Contribute to the overall mission and vision of the Foundation by performing other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

- Associate or bachelor's degree preferred, or equivalent education and work experience.
- Minimum of 1-3 years of experience in a development administrative position, preferably in a nonprofit environment.
- Experience with and exposure to the Marine Corps, military service, and/or working with the veteran community a plus.

REQUIRED SKILLS AND ABILITIES:

- Commitment to the Foundation's mission and core values of teamwork, trust and integrity, and drive and enthusiasm for results.
- Ability to offer flexible thinking, work in a team environment with autonomy, take initiative, and be proactive.
- Ability to work on a wide range of projects simultaneously and balance multiple competing priorities with a high degree of autonomy and self-organization in a fast-paced work environment.
- Excellent interpersonal skills, as well as strong written and verbal communication skills, with an ability to engage effectively with a wide range of audiences.
- Ability to use discretion and handle confidential information.
- Demonstrated skills in utilizing a CRM database, Microsoft 365, SharePoint, Outlook, Word, Teams, PowerPoint, and Excel.

WORKING CONDITIONS:

- Working conditions are normal for an office environment.
- Position located in Alexandria, VA; and reimbursement of relocation expenses not offered.
- Position is eligible to participate in hybrid telework policy after onboarding period, with up to two telework days per week.
- Must be able to work outside normal working hours (evenings and weekends) as needed to accomplish the Foundation's mission.