

VACANCY ANNOUNCEMENT

September 15, 2021

COMMUNICATIONS AND DONOR RELATIONS ASSOCIATE

PR # 21-26

Brescia University has an immediate opening for a Communications and Donor Relations Associate in the Institutional Advancement department. The Associate contributes to and supports the organization's external relations functions, specifically donor relations. Responsibilities include the maintenance and management of the University's online communications, donor relations, assistance with special events, publications, and general support. The Associate plays a key role in fundraising initiatives of the Institutional Advancement office through prospect research and assisting the fundraising staff with donor engagement.

Position requires strong computer skills and knowledge of databases; ability to work well with others; strong interpersonal skills; and ability to multi-task in a fast-paced environment while demonstrating efficient use of time and flexibility. Bachelor's degree or related experience required.

Interested applicants may apply by submitting résumé including references to HR@Brescia.edu or mail to: **Brescia University, PR # 21-26, 717 Frederica Street, Owensboro, KY 42301**

Position open until filled

**BRESCIA UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER
DIVERSE CANDIDATES URGED TO APPLY**