

MIT Job Description

Job Title & Grade: Development Coordinator, Grade 6	Position Title: Development Associate
Reports to: Director of Development	% Effort or Wkly Hrs: 100% Effort
Department: Mechanical Engineering	Prepared by: Amanda Holley
Date: January 16, 2026	Replacement [Full Name]: Emily Kierstead

Position Overview:

The Development Associate will be an integral part of the fundraising team in MIT's Department of Mechanical Engineering (MechE), the number one ranked mechanical engineering department in the world and MIT's largest department with combined research and academic administration. Reporting to the Director of Development (DoD), this individual will coordinate development activities including stewardship and events and will actively work with our donors and identify and cultivate new donors. This role will work as a liaison with School of Engineering Development Officers, as well as with colleagues in Resource Development, Alumni Association, faculty, DLCs, and other campus related groups as needed. Alongside the DoD, the DA will also collaborate with the Department Head and leadership team on implementing the department's fundraising strategy and assessing progress.

Principal Duties and Responsibilities (Essential Functions**):

60% Fundraising, Project and Data Management, and Stewardship

- Develop and oversee, from inception to completion, projects consistent with engaging philanthropic support from high priority alumni, parents, and friends. Projects might include but are not limited to customized cultivation/stewardship (e.g., segmenting donor pool data, individualized/tailored focus of top prospects), reporting and outreach, identification and cultivation of new donors, and personalized campus visits.
- Work closely with the DoD to coordinate and compile materials for MechE's stewardship efforts.
- Track solicitations and produce pipeline reports from Advance for MechE capital projects and initiatives.
- Identify and manage groups of donors that need cultivation (e.g., past giving or major or based on reunion cycle, age, professional industry, bequest donors).
- Act as liaison with the Annual Fund team to track key reunion cases and high-end annual fund cases.
- Manage and report on prospect and donor data from the Advance Database as requested.
- Draft a variety of written materials, including donor communications and prospect briefing drafts.
- Coordinate internal and external meetings with the department head and faculty, as well as colleagues in the SoE development team, Resource Development, and the Alumni Association. Make recommendations in discussions of fundraising needs/priorities in prospect strategy and work closely with the DoD in the development and implementation of fundraising plans for specific projects.
- Provide additional research assistance and development support including conducting prospect research using Web-based sources, internal server and databases, and other sources when necessary.

30% Event Management and Logistics



- Manage logistics for MechE development events including but not limited to developing the invitation list, coordinating the event logistics, negotiating contracts with vendors, event follow-up, and documentation in Advance. Serve as liaison with colleagues in Resource Development and Alumni Association.
- Serves as central trip coordinator for the MechE Department Head and DoD in their development travel.
- Manage logistics for personalized campus visits for alumni, friends, corporations, and donors.
- Work closely with the MechE communications team on events and special projects.

10% Other Duties

- Proactively take the initiative to stay abreast of School, department and MIT activities
- Other duties as necessary

Supervision Received:

Reports to the Director of Development; candidate should be able to work with a high level of independence and minimal supervision.

Qualifications & Skills:

REQUIRED:

Bachelor's degree; two years' relevant work experience, with preference for those with interest in a career in development and/or alumni relations.

Excellent problem-solving, analytical, time-management, decision-making skills, customer service, interpersonal, and written and oral communication. Meticulous attention to detail; Proficient writing, editing, and proofreading skills with attention to grammar, spelling, accuracy, format, and tone. Familiarity with Microsoft Office (Outlook, Word, Excel, PowerPoint), virtual meeting applications, and databases.

Tact, good judgment, and discretion with confidential information. Strong initiative, motivation, and organization; ability to meet deadlines and work under tight time constraints while managing multiple projects. Ability to work independently and as a team member; comfort working in a demanding, high-volume, and high-energy environment.

Occasional weekend and evening work and/or travel may be required.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

For Posting:

The MechE Development Associate will be an integral part of the department's fundraising team. This individual will report to the MechE Director of Development and coordinate development activities including data analysis, stewardship, and events, and will actively work with the department's donors as well as identify and cultivate new donors. This role will work as a liaison with MechE faculty; School of Engineering Development Officers and colleagues in Resource Development and the Alumni Association; and DLCs and other campus related groups as needed.