

## JOB DESCRIPTION

Title: Donor Records and Advancement Administrative Assistant	Division/Program: N/A
Department: Advancement	FLSA Status: Nonexempt (40 hrs/wk)
Reports to: Vice President for Advancement	Supervises: N/A

### **Summary**

The Donor Records and Advancement Administrative Assistant is responsible for the timely and accurate recording of all donations to the seminary; generating acknowledgement letters for donors; and writing queries and pulling reports for tracking of donations received, giving statistics and analysis, and biographical information. This position will maintain and manage the seminary's database containing donor, friend, and alum information. This position will also provide administrative support to the Vice President for Advancement and advancement team including assisting with logistics and hospitality for donor and alum events; maintaining paper and electronic files; pulling accurate mailing lists based upon specified criteria and within deadlines; and assisting with the daily operations of the advancement department.

### **Essential Responsibilities**

1. Process all gifts to the seminary in accordance with advancement and business office practices to ensure accurate record keeping and timely donor recognition. (20%)
  - a. Enter and maintain donor information including biographical data and constituent codes
  - b. Enter and maintain gift information including stock gifts, matching gifts, giving codes, bequests, and planned gifts
  - c. Maintain church giving records in accordance with the CUE (church fundraising consortium) agreement
  - d. Prepare and mail acknowledgement letters to all donors within forty-eight hours of receipt
  - e. Scan all gift documentation and acknowledgement letters into donor records
  - f. In collaboration with the financial aid department, coordinate and process student thank you letters for scholarships received and send to donors
2. Generate weekly, monthly, quarterly, and annual reports to increase the effectiveness of the advancement team and ensure robust reporting on goals and work progress. (20%)
  - a. Write queries and generate reports as needed to keep advancement staff informed of donor activity using identified reporting methods
  - b. Generate all donor lists for publication in the annual report

3. In consultation with the communications and marketing department, and as directed by the vice president for advancement, generate mailing lists for donor, friend, alum and other constituent communications. (15%)

- a. Enter and maintain addresses and other biographical information in the database
- b. Enter and maintain database codes to facilitate database segmentation
- c. Write queries and generate mailing lists for communications to donors, friends, alums, churches and other constituents
- d. Maintain a clean, accurate, and up-to-date database that will support the work of advancement and the seminary as a whole

4. Provide administrative support to the Vice President for Advancement and advancement team. (45%)

- a. Oversee the advancement department work calendar and maintain project timelines
- b. Coordinate donor meetings and communicate with participants as directed via phone and email; update and maintain donor call reports as directed
- c. Execute all details of physical and electronic advancement mailings by pulling mailing lists, merging documents, printing and assembling mailings
- d. Organize and implement donor and alum event details including registration, attendance, hospitality, catering, technology, AV, room set ups, and post event follow up
- e. Staff Alum Council meetings
- f. Collect and compile content for advancement communications (Re:United, VOICES, E-blasts) and track the inclusion of news from each issue
- g. Serve as the point person for church relations and provide regular communications to churches about seminary events and news
- h. Coordinate and manage Seminary Sunday and United's presence at the denominational events
- i. Support development special projects as assigned

### **Secondary Responsibilities**

1. Other duties as assigned.

### **Job Specifications**

Education and Experience

- Bachelor's degree required
- Demonstrated in-depth knowledge and use of relational databases including data entry, writing queries and running reports required; Blackbaud software including Raiser's Edge and NXT preferred
- High proficiency with G Suite and Microsoft Word and Excel
- Three or more years of office administrative experience required; advancement office experience preferred

- Nonprofit or higher education experience preferred

#### Knowledge, Skills, and Abilities

- Implements best practices for donor records and makes recommendations for data enhancements
- Ability to suggest policy, procedure, and system changes regarding technology use that will enhance the department's effectiveness
- Ability to plan, prioritize, coordinate, multi-task, and manage one's own work and complete projects with minimal supervision
- Understands confidential nature of all donor, alum and seminary information
- Ability to securely handle cash, checks and credit card information
- The ability to accurately maintain donor and gift records
- Possess thorough, organized, and detail-oriented approach to work including effective problem solving skills.
- Possess flexibility to work occasional long and variable hours related to events and meetings.
- Self-motivated, fast learner, demonstrate initiative, work as an effective and proactive team player, willing to seek out needs and meet them
- Excellent interpersonal communication skills; ability to deal effectively with a variety of people and personalities; ability to communicate clearly and effectively verbally, in writing and by telephone to all persons inside and outside the seminary
- Understand and support seminary mission and values
- Willing to be a key participant in United's advancement work

#### **Physical Requirements Necessary to Perform Job**

Incumbent must be able to:

- Hear and communicate effectively in English
- See in order to complete position-related functions
- Sit at a desk for extended periods, as well as move around the office area as needed to complete tasks

- Apply manual dexterity for computer keyboarding and office equipment use
- Perform some bending, stretching, and reaching related to office equipment use
- Ability to occasionally lift 10-20 pounds

**Tools and Equipment Used**

Incumbent must be able to:

- Use computer, calculator, related peripherals, and software
- Use telephone, copy/fax machine, postage machine, and other office equipment

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Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date