

POSITION: DEVELOPMENT ASSISTANT/OFFICE MANAGER

PRIMARY FUNCTION:

Under the direction of the Vice President and Associate Vice President, the Administrative Assistant/Office Manager will assist the Division of Institutional Advancement with providing database fundraising support, administrative and clerical preparation, and be expected to complete a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills and attention to detail.

ESSENTIAL FUNCTIONS:

- Manage fundraising database software, incorporating regular reports.
- Input contributions into the fundraising database and processes contributions with fiscal affairs.
- Provide acknowledgement letters for contributions to all donors.
- Implement procedures with Fiscal Affairs to ensure scholarships and endowment funds are being awarded.
- Act as a liaison between Institutional Advancement and Fiscal Affairs.
- Manage detailed data entry.
- Assist with large and small annual fund and special event mailings.
- Prepare, as requested, summaries and reports (giving reports).
- Maintain confidentiality with contributions and other sensitive matters.
- Serve as support staff for Title III activities
- Work closely with the Title III Director to maintain accurate knowledge of Title III rules and regulations
- Assist Title III Director with management of all activities
- Serve as a liaison between Title III Activity Coordinators and Title III Director
- May be required to work occasional evenings and weekends.
- Operate in a proactive manner to provide high-level administrative support.
- Interacts with co-workers, visitors, and other staff consistent with the values of Allen University.

OTHER FUNCTIONS AND COMPETENCIES:

- Ability to develop trust and collaborative working relationships with IA staff and colleagues.
- Experience with Jenzabar and Microsoft Office preferred. Excellent oral, written, and communication skills. Strong interpersonal skills and the ability to work well with both internal and external constituencies.
- Maintains confidentiality of information regarding donors and Alumni.
- Interacts with students, internal and external customers, donors, IA staff in a friendly, helpful and professional manner.
- Other duties as assigned.

SALARY RANGE:

\$34,000-\$38,000

EDUCATIONAL/TRAINING REQUIREMENTS:

Bachelor's Degree and a minimum of eighteen credit hours in accounting.

EXPERIENCE REQUIREMENTS:

Two years' progressively responsible administrative support experience to include organization and project management skills; Proficient with MicroSoft Office including Excel and PowerPoint, and experience in public accounting and finance.

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APPLICATION PROCESS:

To apply, visit <http://www.allenuniversity.edu/careers/>. Follow the application procedure of submitting a cover letter, resume, the Allen University Employment Application, and three letters of reference. Application materials can be submitted electronically to humanresources@allenuniversity.edu. Also, forward application materials to jwright@allenuniversity.edu.