

Title: Senior Assistant, Annual Giving
Department: Annual Giving, Communications & Development
Supervisor: Director, Annual Giving

Position Summary: The Senior Assistant, Annual Giving supports the full scope of internal and external responsibilities of the Director, Annual Giving (position currently held by the Executive Director, Alumni Relations and Annual Giving) and provides support for the Director, Annual Leadership Gifts and an Assistant Director, Annual Giving. In addition, she/he also serves as a resource for the collective staff and programs of the Alumni Office (ALOF), and she/he will help train and support the work of new Annual Giving staff members as well as support the Executive Director, Alumni Relations and Annual Giving as needed.

Major Responsibilities:

Support the Director, Annual Giving (30%)

- Schedules all on- and off-campus appointments, meetings, presentations, special events and other gatherings essential to the conduct of the Director's portfolio;
- Prepares and organize all materials and information needed for scheduled appointments, meetings, presentations, special events and other gatherings;
- Assists the Director in the support of Annual Fund volunteer leaders including the Chair and Vice Chair of the Annual Fund;
- Provides logistical support for classes managed by the Director including conference calls, direct mail (including class president correspondence), ListServes (maintenance, management and communications), calling programs, regular and electronic correspondence, reporting, stewardship (including gift acknowledgement letters) and solicitation management¹;
- Assists with the management of the Director's direct reporting staff and their respective areas of responsibility², including the necessity to handle and respect confidential information;
- Help write, update and ensure that all Annual Giving personnel adhere to established standard operating procedures³;
- Serves as a conduit for the Director's working relationships with other colleagues in C&D and throughout the campus community⁴;
- Maintains the Annual Giving planning calendar;
- Maintains multiple data updates for a series of essential reports;
- Pulls data and inputs information to bi-weekly Annual Fund reports;
- Provides stewardship to volunteers and donors via Annual Fund Performance Awards (maintaining, engraving and delivering), retiring volunteer recognition and production of foundation-type and other stewardship letters;
- Coordinates the Director's travel arrangements and prepares and submits expense reports;
- Manages the Director's calendar;
- Opens and prioritizes the Director's mail;
- Answers the Director's phone as needed;
- Provides other support to the Director as needed.

Support the Director, Annual Leadership Gifts (15%)

- Schedules all on- and off-campus appointments, meetings, presentations, special events and other gatherings essential to the conduct of the Director's portfolio;
- Prepares and organizes all materials and information needed for scheduled appointments, meetings, presentations, special events and other gatherings;
- Provides logistical support for classes managed by the Director including conference calls, direct mail (including class president correspondence), ListServes (maintenance, management and communications), calling programs, regular and electronic correspondence (including death notices to class presidents, class agents and class correspondents), reporting, stewardship (including gift acknowledgement letters) and solicitation management¹;
- Supports the Director in the collection, organization and distribution of data, reports and analyses of the Annual fund and its component programs;
- Coordinates the Director's travel arrangements and prepares and submits expense reports;
- Manages the Director's calendar;
- Opens and prioritizes the Director's mail;
- Answers the Director's phone as needed;
- Provides other support to the Director as needed.

Support the Assistant Director, Annual Giving (15%)

- Schedules all on- and off-campus appointments, meetings, presentations, special events and other gatherings essential to the conduct of the Assistant Director's portfolio;
- Prepares and organizes all materials and information needed for scheduled appointments, meetings, presentations, special events and other gatherings;
- Provides logistical support for the Parents Fund and for classes managed by the Assistant Director including conference calls, direct mail (including class president correspondence), listservs (maintenance, management and communications), calling programs, regular and electronic correspondence (including death notices to class presidents, class agents and class correspondents), reporting, stewardship (including gift acknowledgement letters) and solicitation management¹;
- Supports the recruitment, assignment, and tracking of results for the Free Agent and Parent Agent Programs;
- Provides support for the Campus Campaign;
- Supports the Assistant Director with all aspects of the production of the annual Gift Register including distributing text and lists for proofing, proofing text and lists, managing schedules, meeting deadlines and gathering photos;
- Supports the Assistant Director with the distribution of targeted and mass electronic communication;
- Coordinates the Assistant Director's travel arrangements and prepares and submits expense reports;
- Manages the Assistant Director's calendar;
- Opens and prioritizes the Assistant Director's mail;
- Answers the Assistant Director's phone as needed;
- Provides other support to the Assistant Director as needed.

Class Management (10%)

- Works with a defined group of classes (5-8) to recruit, train, manage and steward volunteer leaders;
- Develops specific communications to support the work of the volunteers and their respective classes;
- Assists in the establishment of and monitors progress towards annual goals;
- Coordinates all personal and telephone conference call gatherings of leadership volunteers.

Correspondence Production (25%)

- Provides logistical support for the drafting, editing, printing, production, fulfillment and mailing of all class-specific correspondence and class president correspondence (electronic and hard copy);
- Coordinates data selection, segmentation, customized messaging, internal print operations, outside vendors and other Alumni Office personnel for a series of Annual Fund solicitations;
- Tracks progress;
- Produces and distributes on-going pledge reminders.

General Office Support (5%)

- Oversees hiring, training and task management for two student interns who support the administrators this position supports.
- Provides general office support including ordering essential supplies, including paper for the copier, and scheduling general maintenance of office equipment such as copiers, printers, computers, and telephones;
- Maintains inventory of stationery and other printed materials (pledge forms, reply envelopes, etc.);
- Works with C&D's communications division, orders inventory as necessary and provides support for administrators in projecting needs and available resources for mailings and special projects;
- Manages and maintains Annual Giving files – hard copy and electronic (server);
- Answers phones including 1-800 line(s) and other ALOF phones as needed;
- Interviews, hires and manages Annual Giving student interns – must be sure to plan ahead to ensure that interns have appropriate work;
- Provides backup for other alumni office support staff as needed for projects, illness or scheduled vacations;
- Other general office support functions as needed.

Reporting Relationships: The Senior Assistant, Annual Giving reports directly to the Director, Annual Giving and also has reporting relationships with the Director, Annual Leadership Gifts and the Assistant Director, Annual Giving in support of their respective portfolios.

She/He also works with other administrators and staff on the Alumni Office team and with administrators and staff in other Communications & Development divisions. She/He has direct and on-going communications with a wide variety of external constituents including trustees, principal and major donors, volunteer leaders and other alumni, parents and friends of the College.

Qualifications:

- Bachelors Degree preferred and 1-2 years of executive secretarial experience or equivalent combination of education and professional work experience;
- Knowledge of, and experience with, not-for-profit organizations highly desirable;
- Exceptional interpersonal skills;
- Strong oral and written communications skills;
- Strong organizational skills with the ability to multi-task while paying close attention to detail while meeting deadlines;
- High degree of proficiency in Microsoft Office required;
- Capacity to master new software, especially FileMaker Pro and Colleague/Advancement database;
- Demonstrated ability to work well in a collaborative, team environment;
- Ability to work well within a fast paced, high-volume work situation;
- Commitment to personal growth and development is highly desirable;
- Self-direction and willingness to take initiative are critical.