

Position: Executive Assistant to the Vice President of Advancement
Full-Time Position

Summary Description: Under the supervision of the Vice President for Advancement, performs a variety of complex tasks and ensures that the Vice President is provided with high-quality support necessary to carry out daily duties efficiently and effectively. The nature, diversity, and scope of responsibility requires use of dictation, initiative, judgment, cooperation, and the ability to interact successfully with alumni, donors, faculty, staff and students.

Essential Functions

1. Manage and maintain the Vice President's calendar and appointment schedule.
2. Schedules and coordinates meeting details for in-person and virtual meetings with internal and external constituents.
3. Prepares meeting materials and track follow-up tasks.
4. Prepares and/or edits high-level and confidential materials and correspondence under the signature of the Vice President.
5. Coordinates mailings as needed, including proofreading of materials.
6. Arranges all travel for the Vice President, which includes making flight reservations and hotel accommodations, providing travel itineraries as needed, arrange visits, processing travel expenses.
7. Coordinates Advancement staff meetings, including producing the agenda and arranging for speakers as needed.
8. Coordinates and monitors the annual division budget for all Advancement units. Prepares purchase orders, reimbursements, reconciles and prepares reports as needed.
9. Coordinates cross-training of administrative and non-managerial staff for backup purposes and to meet peak-load needs.
10. Interprets, and applies organizational policies, rules and regulations when responding to inquiries; exercises sound judgment when making referrals.
11. Attends, takes and transcribes notes of the Board of Trustees Advancement Committee meetings, Committee on Trustees meetings, and internal staff meetings.
12. Completes data entry work, in both PC software databases and Raiser's Edge database/NXT, as needed.
13. Works with the VP to verify end-of-month general ledger reports.
14. Maintains office files for the VP and personnel files for the Advancement Office.
15. Supports the VP in all aspects of budgeting – including, but not limited to, purchase orders, reimbursements, credit card expense allocations and budget reconciliation.
16. Supervises interns and student workers.
17. Performs other essential duties of the Advancement Office as necessary.

Marginal Functions

1. Attends meetings or special events as a representative of the College.
2. Participates in the strategic planning process.
3. Maintains various files and records.
4. Delivers internal correspondence to employees.

Required Knowledge, Skills, and Abilities: Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Knowledge and experience in budget development and supervision.
3. Ability to type 60 words per minute using Microsoft Word. Must possess experience creating letters, reports, and documents.
4. Knowledge of office filing systems; the ability to systematically organize and maintain office files.
5. Knowledge of personal computers and standard office software such as Excel, Access, and a calendar program, or have sufficient motivation and ability, with training or through independent study, to master office-support software required to support the function of the office.
6. Ability to work independently with initiative, and require minimum level of supervision.
7. Ability to successfully communicate verbally or in writing at the level required by the Advancement Office.
8. Knowledge of, and ability to be successful, in a high level development operation.
9. Knowledge of modern office methods, procedures and equipment.

Qualification Standards:

Education: Completion of at least three years of college coursework and/or training in addition to experience that provides the required knowledge, skills, and abilities. At least five years of increasingly responsible administrative experience.

Experience: Five years of experience as an executive secretary, or the equivalent, including experience in a position assisting customers and other publics.

Licenses: Valid driver's license with acknowledgement from insurance provider.

Other Preferences: Experience using database programs.

Special Considerations: Requires willingness to work some nights and weekends.

