



## **Job Description**

### **Position: Development Office Assistant/Assistant to the President**

Status: Full-time, Non-exempt, Non-Faculty  
Reports to (direct): President  
Reports to (indirect): not applicable  
Supervises: not applicable  
Hours: Scheduled year-round, 40 hours per week.

#### **Position Summary:**

The Assistant to the President & Development Office Assistant handles a variety of day-to-day business office and clerical tasks specifically related to the office of the President. This position is integral in ensuring the office operations run smoothly. This position provides administrative support to the President which includes but is not limited to organizing and maintaining contacts, handling emails, scheduling follow-up meetings, assisting with preparations for meetings, handling meeting details, organizing receipts, expense & expense reimbursement for the President, handling routine paperwork and filing, maintaining the President's calendar, and tracking purchase orders and expenses in relation to budgets.

#### **Duties/Essential Job Functions:**

- Provides administrative support to the President.
- Ensures Development Office operations are efficient and add maximum value to the organization. Implements and follows Development Office workflow procedures.
- Composes correspondence, report, and various documents as needed.
- Maintains and manages the donor databases to ensure up-to-date information.
- Organizes and maintains the President's contacts.
- Handles emails; assist President in managing & responding promptly to emails; collects & forwards information in response to inquiries as instructed.
- Schedules meeting, ensures meeting agenda is prepared, meeting notes are taken, and follow-up tasks are accomplished.
- Handles meeting needs such as ordering refreshments, ensuring materials are prepared, etc.
- Organizes receipts & prepares necessary reimbursement requests.
- Handles routine paperwork, filing, faxing, etc.
- Ensure President is aware of meetings changes, and maintains the President's calendar.
- Maintains office space, ensure office space is neat, tidy. Takes initiative to organize office, paperwork, files, binders, etc.
- Assists the President in maintaining the student directory binders (reference for President).
- Handles calls, voicemails, takes messages, etc. for the President and general Development Office.
- Other duties as assigned.
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#### **Minimum Qualifications:**

- 2+ years of experience in an administrative, support role.
- Must be well organized, confident, good communicator, and must take initiative.
- Must be professional.
- Must be able to keep matters confidential.
- Must be able to communicate tactfully with a wide range of individuals from parents to staff to donors.
- Must be detailed and "big picture" oriented.
- Strong word processing, database, and spreadsheet experience.
- Able to learn new software quickly.
- Skilled in preparing written reports, solid writing and editing ability.
- Experience with purchasing, purchase orders & expense tracking.
- Resourceful, able to work independently.
- Service oriented, able to interact effectively with donors, board and administration.
- Professional demeanor, flexible and able to respond to multiple demands.
- Appropriate technical skills, including previous use of the following: Microsoft Word, Excel, Google Docs, Google calendar, Internet, E-mail, Desktop publishing, fax, copier, printer, scanner.
- Willing to participate in skills enhancement.