

# MISSISSIPPI COLLEGE

## Administrative Assistant, Office of Development

Title: Administrative Assistant

Department: Development

### Position Summary

Reporting to the Executive Director, the Administrative Assistant will provide comprehensive administrative support to the Foundation's eight-member development staff and is the person primarily responsible for the gift receipt and gift acknowledgement process.

### Essential Functions

- The Administrative Assistant is responsible for receiving gifts on behalf of the Foundation; printing gift receipts and acknowledgement letters for donors; and ensuring the receipts and letters are mailed in a timely manner.
- Assist with constituent updates and record maintenance in Banner and Slate. Support transition to Slate by maintaining and keeping donor files current during transition window.
- As the first point of contact for the Office of Development, this position interacts with trustees, volunteers, administrators, faculty, staff, students, and parents, both in person, on the phone, and through email on a variety of matters.
- Assist with the preparation, writing, printing, proofing, and mailing of correspondence and communications with a wide variety of constituent groups, from major gift prospects and donors to university alumni and friends.
- Assist with scheduling meetings, appointments, and travel for development staff as needed. Oversee and maintain department calendar of events and meetings to ensure a smooth coordination of activities.
- Ensure a confidential and professional environment when handling sensitive information regarding trustees, administrators, donors, and all within the University community.

- Cover the front desk and telephone for the Office of Development and direct calls and inquiries as appropriate.
- Ensure the department maintains an adequate supply of stationary and office supplies.
- Reconcile travel expenses and donor event expenses for development staff and coordinate reimbursements and receipts.
- Organize and maintain hard copy and computer files for the Development Office. Assist with the conversion of all hard copy files to electronic files.
- Provide necessary support for Foundation Special Events.
- Provide necessary support for development projects.
- Other duties may be assigned from time to time.

#### Qualifications:

- Bachelor's degree preferred
- Organizational skills
- Strong administrative, interpersonal and communication
- Dependable
- Working knowing of Microsoft Office software
- Ability to learn higher education specific software

Reports to: Executive Director

FMLA Status: Non-exempt