

Phillips Theological Seminary

POSITION: Executive Assistant to Advancement and Donor Relations Specialist

REPORTS TO: Vice President of Advancement

PURPOSE: The Executive Assistant to Advancement and Donor Relations Specialist supports the Advancement Team by providing consistent, professional, and proactive support to the Vice President of Advancement and other members of the Advancement team. This position interacts with seminary constituencies including, but not limited to faculty, staff, alumni, students, donors, clergy, church leaders, board members, vendors and other public.

RESPONSIBILITIES:

The Executive Assistant, Donor Relations supports the seminary's comprehensive advancement strategies with the goal of nurturing positive relationships among donors and other constituencies of the seminary.

- Administrative support, including but not limited to:
 - Support the work of the Advancement team by assisting with ongoing projects and initiatives with a heavy focus on donor relations and project and event management.
 - Coordinate the Advancement office's daily operations and projects, providing administrative and logistical support for all fundraising activities, campaigns, and special events; coordinate department activity calendar and ensure support for all necessary tasks
 - Compose, edit, assemble, and distribute a variety of documents/materials both paper and electronic including personal correspondence, e-newsletters, memorandums, and reports
 - Coordinate all department mailings including direct/bulk mail, electronic mail, monthly birthday cards to donors, seasonal special mailings, and ordination anniversary cards
 - Prepare and submit travel reimbursements and credit card reconciliations, prepare check requests and requisition supplies as needed; arrange travel and coordinate outside venues as needed/requested
 - Prepare meeting space and materials and provide hospitalist for outside groups; provide marketing and/or booth materials for advancement team and faculty travel as needed
 - Work in conjunction with Database Specialist to efficiently and thoroughly update Raiser's Edge database, identifying changes to records and processes to ensure database integrity
 - Perform other duties as assigned by the Vice President and Advancement and other members of the Advancement team as needed; provide Special project support as needed
- Gift Acknowledgment
 - Positively impact donor relations through the coordination of accurate, timely and sincere gift acknowledgments, ensuring confidentiality and security of all information
 - Initiate gift batch process to include generation of gift batch report for detailed review of gift designation, gift entry accuracy, special gift handling, and gift acknowledgment determination
 - Generate all associated gift acknowledgments and tribute notifications
 - Create and maintain Raiser's Edge Mail function letter templates and troubleshoot letter generation as needed; proofread, edit, print and mail all gift batch correspondence
 - Coordinate with Database Manager on all necessary adjustments required to gift batches, and provide final documentation of all correspondence generated for donor records
 - Work in conjunction with Database Specialist to efficiently and thoroughly update Raiser's Edge database following all gift batch finalization, identifying necessary changes to records and processes to ensure database integrity
- Donor Relations
 - Positively impact relationships with various constituencies by responding to gift related inquiries, interacting with potential donors, donors, alumni and friends of the seminary to answer inquiries, build community, and cultivate relationships

- Support the efforts of the Advancement team through donor and prospect research to support donor and alumni relations objectives; gather, analyze, and organize information for use
- Capture contact reports, media, notes and other relevant information in Raiser's Edge related to travel and interactions with constituents to create accurate and detailed records of interactions
- Work closely with the Database Specialist to create and maintain necessary lists, queries, and related information to support ongoing donor relations efforts
- Attend seminary functions and interact with donors and other individuals to build community and nurture relationships on behalf of the seminary
- Special Event Planning/Coordination
 - Work with Advancement team and Communications Department to create invitations and marketing materials (paper and electronic) as needed and maintain inventory of necessary marketing materials
 - Mail invitations, track RSVPs, generate name tags and special event marketing materials
 - Coordinate hospitality for on and off-campus special events, requiring interaction with internal and external constituencies and vendors as needed
 - Manage arrangements for special guests and handle special needs as required
 - Arrange technology support as needed
- Communications
 - Identify content, design and edit monthly E-Blast newsletter in conjunction with Director of Advancement, Director of Communications, and VP of Advancement
 - Collaborate with Advancement team to create other printed materials and electronic correspondence as needed to advance department objectives
- Special Project Support
 - Support the goals of the annual iFund Phillips campaign by providing coordinating all administrative tasks necessary to meet annual program objectives including:
 - Generation of weekly call sheets (query, merge, print and distribute)
 - Review of all Actions entered into database following caller interactions
 - Coordination with Database Specialist to upload all global actions into the system
 - Creation and mailing of all follow-up letters (Pledges, Sorry We Missed You, To Be Determined, Bad Phone Numbers)
 - Support new creative initiatives and resource development campaigns as identified in strategic plan
- Other
 - Act as a liaison to the Alumni Board by arranging both on-site and virtual meetings, preparing and distributing materials, coordinating internal and external hospitality arrangements, capturing meeting minutes and distributing for review/approval, and maintaining an updated board roster
 - Assist in other areas throughout PTS such as Remind & Renew Conference, Board of Directors meetings and dinners, and faculty/staff appreciation days
 - Work interdepartmentally to ensure the best outcomes and success for Phillips; assist other administrative support staff and directors as needed

SKILLS AND DISPOSITIONS

- Desire to support the mission of the seminary and willingness to facilitate collaborative relationships with faculty, staff, and other departments
- Ability to work independently and as a member of a team with emphasis on collaboration and tact; professionalism, confidentiality and flexibility are critical to success in this role
- Sensitivity to working in a multicultural and very diverse setting
- Capacity to represent the Vice President of Advancement and the Advancement team in their absence
- Strong communication skills, effective listening, reading and writing; strong editing skills, excellent grammar, punctuation, spelling, proofing
- Ability to advance assignments and projects with minimum supervision
- Eager and able to learn and a strong desire to assist others
- Expertise in Microsoft Office Suite (desktop and 365) required, especially Outlook, Word and Excel (for calculations, graphics, and mail merges); advanced knowledge of PowerPoint. Intermediate knowledge of Adobe and online content management software would be beneficial.

QUALIFICATIONS

- At least 5 years' years successful administrative assistant/office management experience
- Bachelor's degree in related field such as Business, English, Communications, Marketing
- Experience in coordinating the internal day-to-day operations of an executive, professional setting with minimal supervision, using sound judgment, initiative, and discretion
- Familiarity with and ability to navigate databases (Raisers Edge)
- Experience in a Higher Education environment, especially in the areas of fundraising/development preferred