Gift Planning Assistant
College Advancement

Position summary: Provides administrative support for the Director of Gift Planning and the Associate Director of Gift Planning.

Qualifications: HS graduate or equivalent with a minimum of 3-5 years administrative support and 60-65 wpm word processing. College degree is preferable. Some experience in gift planning, trust banking, or estate planning preferred, but not necessary. Some experience in event planning is desirable. Requirements include: developed Macintosh computer skills using MS Word, Excel; excellent proofreading skills; general accounting skills; orientation to detail. Ability to maintain flexibility and organization with multiple simultaneous projects, meet deadlines, and work without close supervision required. Ability to communicate in a positive and gracious manner with donors. Maintaining effective working relationships with staff members within context of confidentiality required.

Responsibilities:
- Provide office and telephone reception.
- Manage and maintain day-to-day office tasks and procedures, including preparing and mailing office correspondence, maintaining calendar and scheduling appointments as needed, establishing and maintaining office records and files, maintaining internal databases, and ordering office supplies.
- Process all departmental bookkeeping including A/P, A/R and expense reports.
- Assist in the production and distribution of gift planning materials.
- Assist in planning and executing donor recognition meetings and annual events, including print materials, mailing, space use reservation and set-up, food service, and RSVP management.
- Serve as a resource to employees, faculty, staff, students, trustees, parents, guests and community contacts; work effectively with others by sharing ideas in constructive and positive ways; listen to and objectively consider ideas/suggestions from others; keep commitments; keep others informed of work progress, timetables and issues; address problems/issues constructively to find mutually acceptable and practical solutions; address others by name in a respectful manner; respect the diversity of the work force in actions, words and deeds.
- Perform all other duties as assigned.

Reports to: Director of Gift Planning and the Associate Director of Gift Planning.


06/2011