



# WESTMONT

## Gift Planning Office Assistant

### College Advancement

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**Position summary:** This fulltime position provides administrative support for the Office of Gift Planning (OGP) under the direction of the Sr. Director of Gift Planning.

**Qualifications:** High School graduate or equivalent with a minimum of 3-5 years administrative support and 60-65 word per minute word processing. College degree is preferable. Personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations required. Some experience in gift planning, trust banking, or estate planning preferred, but not necessary. Some experience in event planning, social media, YouTube production, Zoom Meetings and desk top publishing is highly preferred. Requirements include: developed Mac computer skills using MS Word, Excel; Google applications and Acrobat products. Ability to learn data entry in Salesforce and mass mailing in Marketing Cloud and other platforms required. Excellent proofreading skills; general accounting skills; orientation to detail. Ability to maintain flexibility and organization with multiple projects, meet deadlines, and work without close supervision required. Ability to take direction, communicate in positive ways and respond in a gracious manner, especially with donors. Maintaining effective working relationships with staff members within context of confidentiality required.

### Responsibilities:

- Provide office, mail, email 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 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.
- Expectations for workplace demeanor include but are not limited to: being able to work collaboratively harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping the program director and staff informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

**Reports to:** Senior Director of Gift Planning