

Carleton College Non-Exempt Position Description

Job Title: Assistant to the Associate Vice President for Development (Grade 10)
Reports To: Associate Vice President for Development
Department: Development Office
Division: External Relations
Revision Date: 10/26/2021

Position Overview:

This full-time position will support/assist the Associate V.P. for Development and provide program support to the Senior Director of Principal Gifts in the planning and execution of all major and principal gift fundraising, including the management of a staff encompassing the departments of Major and Planned Giving, Development Operations and Milestone Reunions. Provide support for comprehensive fundraising campaigns, coordinating reports and research materials for use in Board of Trustees meetings and visits with prospective donors, and as project manager for a wide variety of events involving alumni, parents, trustees, and donors.

Essential Job Functions/Responsibilities:

- **Administrative Support:** Support Associate V.P.'s travel including securing appointments, coordinating travel arrangements, processing travel expense reports, and reconciling Visa statements.
- Perform administrative tasks, including answering phone calls, drafting routine correspondence, preparation of gift acknowledgments, donor contact reports, etc. Manage the calendar: schedule appointments and meetings; prepare and distribute meeting materials.
- **Communications:** Facilitate communications with the Associate V.P. for Development staff, Senior Director of Principal Gifts, President's office, Vice President for External Relations' office, other campus offices and departments, trustees of the College, consultants to the College, major gift donors and volunteers.
- **Technology:** Serve as liaison between development staff and data and systems managers to communicate needs regarding the systems; modify/create reports as needed in strategizing for and tracking fundraising progress.
- In coordination with Development Operations, assist in the creation and maintenance of charts, graphs, and presentations on the progress and history of Carleton's giving priorities in support of the solicitation of major gift donors by the President, Vice President for External Relations, Associate/Assistant Vice Presidents in External Relations, Development Officers, and volunteers (trustees).
- Share in the oversight of web content for the division, adding and updating web pages associated with college fundraising priorities and programs.
- **Customer Focus:** Respond to questions from donors and prospective donors, by phone and from department website.
- Board of Trustees meeting preparation: communicating with committee members, preparation and distribution of materials, and organizing facility and catering arrangements.
- **Event planning and Project Management:** Support the leadership in Development and External Relations with cultivation events in the U.S. and internationally. Serve as project manager, implementing and managing the invitation and RSVP process including communication about and tracking of participation; management of venue contracts, details, tasks and deadlines associated with such, including payments, catering, a.v. needs, etc.; working with other departments on campus as necessary.
- Assist the Senior Director of Principal Gifts and Director of Prospect Research with preparing strategy and background material for the President, Vice President for External Relations,

Associate V.P. for Development, Department directors within Development, Development Officers, and volunteers (trustees) as needed for cultivation/solicitation of major gift prospects and for donor recognition events.

- Work in close conjunction with the Assistant to the Vice President for External Relations on projects as assigned.

Additional Job Responsibilities:

- Ensure the smooth operation of the Development Office and the Office of the Vice President for External Relations, e.g., procedures training and back-up support for department administrative assistants with telephone calls, mail distribution, equipment function/maintenance, and special projects.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Describe Supervision Received and Exercised:

- Shared responsibility for supervising student workers.

Required Qualifications:

- A two-year college degree or completion of a specialized course of study related to the position **AND** three to five years administrative assistant experience, supporting more than one Director/Assistant VP or VP and department staff.
- Excellent communication skills; strong customer focus mindset and the ability to interact courteously and professionally with a wide range of people.
- Sound judgement, ability to make an informed decision and discretion to handle confidential or sensitive matters with integrity and trust.
- Strong writing skills, including experience proofreading and editing correspondence.
- Exceptional prioritization and organizational skills, high productivity and attention to detail, and the ability to set priorities, and cope well under pressure.
- Microsoft suite: advanced Microsoft Excel experience, and database skills; specifically, experience with high-volume data and mail merge functions.

In addition to meeting the above required qualifications, the following are highly desired qualifications:

- Experience working in higher education.
- An aptitude and ability to learn and adapt to new technologies: Dropbox, Google suite, Adobe suite
- Project management and basic event planning experience