



## **JOB DESCRIPTION**

**POSITION TITLE:** Executive Assistant

**DEPARTMENT:** Development OFFICE

**SUPERVISOR:** Director of Development

### **JOB DESCRIPTION**

Performs daily functions regarding record management and donor relations. Works with Oversees campaign and fundraising events and activities. Works with the Development Director and Executive Vice President (EVP) to maintain, expand, and connect donors for contributions and donor relations.

### **DUTIES AND RESPONSIBILITIES**

- Cultivates and maintains donor relations.
  - Sends thank-you's and makes phone calls to large current donors.
  - Manages relationships with supporting foundations and businesses.
- Collaborates with the Office of Marketing and Events on development-related projects.
- Applies for eligible grants and external funding.
- Participates in special projects and other duties as assigned.
- Makes regular deposits and provides documentation to all proper departments.
- Works in conjunction with the Business Office for reconciliation of Development-related accounts and transactions.
- Proposes updates/changes to procedures for better efficiency.
- Coordinates/plans development-related events.
- Sends monthly reports to the President and Vice President of donations received.
- Represents Development Department in Department Heads Meetings as needed.
- Sends annual contribution statements/receipts.
- Supervises Development Office intern.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills

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- Marketing and presentation skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to solicit gifts
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality
- Knowledge of business, budget, and financial processes and practices
- Knowledge of financial guidelines and terminology
- Planning/Organizational skills
- Research and analytical skills
- Proficiency in use of personal computer software and databases
- Ability to analyze and interpret reports, documents, and statistical data
- Ability to function independently, with appropriate initiative, creativity, and attention to detail
- Ability to exercise sound judgment in complex situations

### **QUALIFICATIONS**

- Bachelor's degree or higher in business, non-profit, or other related field.