



Administrative Assistant Advancement Office Job Posting

JOB SUMMARY:

Spalding University is seeking a responsible Administrative Assistant to directly support the offices of Advancement and Institutional Effectiveness. It is imperative that the candidate has a mature and professional demeanor to ensure the efficient and smooth running of day-to-day operation for these units which are located in the presidential suite. The Administrative Assistant will also work with staff in the Office of the Provost and Office of the President to provide support for routine tasks and special projects as needed. This position will report directly to the Chief Advancement Officer.

Under the supervision of the Chief Advancement Officer, the Administrative Assistant is responsible for managing all aspects of the office of Advancement. Specific responsibilities would include conducting prospect research; working with other key areas to track cultivation process; developing and preparing proposals and small grant requests; preparing and submitting reports for funded activities to the donor; writing community updates.

DUTIES AND RESPONSIBILITIES:

- Maintain accurate files and research material on new prospective donors and sponsors. Research organizations including Trusts, Companies, Foundations and wealthy individuals with an interest in Spalding University. Research various reference materials, donor and alumni records, and other relevant sources of information which would lead to the identification and classification of potential gift prospects.
- Prepare all "Ask" packets including letters, folders, prior giving etc. on individuals
- Prepare a brief for CAO and president (or others) in all those that will be attending events, or all those that will be at an event in which a Spalding person is attending.
- Contribute to the team by working effectively with individuals of diverse backgrounds.
- Proactively keep up to date records on progress regarding all levels of giving, what contacts were made, and next steps. This includes tracking all current leads from University president and other administrators, including the status of the task and the next steps to receive a commitment from a potential donor.
- Work with the Advancement database system to accurately record and track the cultivation and solicitation activities and other relevant information related to donors and prospective donors.
- Maintain ongoing relationship with donors and sponsors - acknowledge donations, ensure timely reporting and information distribution such as thank you letters, newsletters, promotional leaflets, award press releases, invitations to university events etc.
- Handle all correspondence with Board of Trustees and Advisory committee.



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- Assist in making well-researched funding applications to include writing on average one grant a month from the local and family foundations. Fill out and follow up on paper work needed for one on one asking from small corporate foundations.
- Manage and communicate unit staffing schedules for holidays, events, special projects, and large campaigns.
- Serve as primary coordinator with other campus offices (print shop, post office, IT, finance, operations, food service, etc.) and vendors regarding needs for events and projects. This involves pricing and payment of all services and maintaining the annual budget, tracking income and activity projections for Advancement.
- Organize and schedule appointments for staff.
- Plan meetings and take detailed minutes for Advancement records.
- Develop and maintain filing system for projects and campaigns.
- Prepare bi-monthly Board reports and updates on the campaign. Help staff with regularly scheduled reporting, and reconcile and submit expense reports.
- Update and maintain office policies and procedures.
- Set up, break down and attend Advancement sponsored events as well as attend other events as a Spalding representative as needed. This often includes evenings and some weekend attendance.
- The act of point of contact for internal and external customers to handle requests and queries which may involve other university leadership, donors, or board members.
- Other duties as assigned.

SKILLS AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree and/or equivalent, relevant work experience as an administrative assistant.
- 3-5 years of experience in higher education, alumni relations or advancement is strongly preferred.
- Proven ability to proficiently and effectively use Word and Excel.
- Strong organizational and problem-solving skills.
- Must be able to prioritize multiple demands and analyze information with minimal direct supervision.
- Excellent research, interpersonal, oral and written skills, including legible penmanship, and attention to detail are required to succeed in this position.



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INTERRELATIONS:

- Daily contact with administration, faculty, staff, and students.
- Regular contact with the general public.
- Must be able to effectively and professionally interact with diverse populations of students, faculty, executives, and donors.

CONTACT:

Please submit electronically your cover letter and resume to:

Yolanda Peterson
ypeterson@spalding.edu

ABOUT SPALDING UNIVERSITY:

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high-quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff, and students are united by the institutional mission:

Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to the community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.