



Position Title: **Executive Assistant for Advancement**

Last Updated: April 2025

Reports To: Director of Advancement

Status: Non-Exempt-Hourly  
Permanent Full-time

Schedule: Calendar Year; Monday through Friday; 40 hours per week  
Actual hours will be assigned per the needs of the department  
May include some evening and weekend hours to support Alumni/Advancement Events

Benefits: Full benefit eligibility  
Tuition Remission Eligible - No

### **Summary Description:**

The Executive Assistant for Advancement works to promote the efficient and effective operation of the Advancement Office. The assistant works closely with the Director of Advancement to enhance the development function of the Advancement Office by assisting program areas including Annual Giving, Leadership Gifts, Donor Stewardship, and Planned Giving. The assistant will serve as the department office manager.

### **Essential Functions:**

- Provide administrative support to:
  - the Chief Advancement Officer and Director of Advancement
  - two gift officers. Includes tasks such as entering contact reports in Raiser's Edge; proofreading gift proposals and correspondence to donors; generating past due and planned future action reports; shipping documents and gifts to donors.
  - the Annual Giving team of two by assisting with mailings, entering contact reports, and supporting annual giving reporting and initiatives, including giving day.
- Manage invoice processing and recordkeeping, including reconciling Advancement office reports with the Business Office's budget reports monthly and alerting the Director of Advancement of discrepancies.
- Train advancement staff on Divvy/Bill, policies and procedures
- Coordinate maintenance of office technology and machinery
- Monitor inventory of office supplies and stationery products and re-stock annually and as needed
- Perform routine office functions, including preparing mail for distribution, copying, filing, answering phones, completing the daily mail run to the campus mail room (task shared with the Alumni Engagement & Giving Coordinator)
- Support correspondence for Elm Tree Society (planned giving society) for new and updated planned gifts
- Manage the implementation and ongoing execution of the stewardship program that acknowledges and recognizes donors to the School's fundraising programs, including endowment reporting, financial aid stewardship and student reflection survey, and the Head's Insider Report

- Provide support across the Advancement office as needed including:
  - Provide writing, editing and organizational assistance for advancement communications as needed
  - Support the execution of alumni and campus events through tasks including, but not limited to; invitation production, response tracking, follow up calls/emails to alumni, nametag production, and preparation and mailing of materials for events. Staff events as needed
  - Mailing/shipping of miscellaneous information, prizes, gifts to alumni/donors as requested by Advancement staff
  - Ad hoc tasks and projects as needed

#### Qualifications:

- Bachelor's degree preferred
- Three to five years of similar experience, preferably with background of working in educational environments. Proven aptitude in the following areas:
  - Organizational skills for multi-tasking, prioritizing responsibilities, and managing projects. Must be able to proactively and independently plan and execute steps for project completion.
  - Excellent writing and communication skills (including strong editing, spelling and grammar)
  - Attention to detail
  - Strong interpersonal skills, including an upbeat, collaborative approach to work and colleagues
  - Work intuitively and independently as well as part of the Advancement Team
- Willingness to bring ideas and concerns to the attention of a supervisor in a timely manner
- Ability to successfully interact with diverse staff, faculty, students, alumni and other constituents of the School in a consistently courteous, attentive, and helpful manner
- Solid working knowledge of Word, Excel, Internet, knowledge of Raiser's Edge/NXT and familiarity with fundraising and relational database software a plus
- Professional appearance, attitude and presentation with a strict sense of confidentiality
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Regular consistent attendance and punctuality is required as a condition of employment

#### Additional Responsibilities:

- Required to wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All employees are required to participate in annual harassment/boundary training as a condition of employment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as requested or assigned per the Director of Advancement or Chief Advancement Officer

### Physical Qualifications:

- Regularly communicates with other staff, brokers, vendors, visitors in person, via phone, email, etc. and must be able to convey accurate information in these situations
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Can move about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e. calculators, copy machines, printers
- Observes, recognizes, identifies other staff, brokers, vendors, visitors
- Can remain in a stationary position, (i.e. sitting, standing), for extended periods of time

### Working Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative role performing duties in a typical office setting and thus is exposed to minimal adverse working conditions
- The employee may spend long hours in intense concentration
- The employee may enter data into computer systems for long lengths of time requiring attention to detail and high levels of accuracy

### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.