Temporary Administrative Assistant

Institutional Advancement

Summary of Duties, Responsibilities and Goals

The Temporary Administrative Assistant plays a key role in the Office of Individual Giving within the Department of Institutional Advancement. The Assistant will provide administrative/office management support to the Associate Vice President for Individual Giving and the IG team to help ensure that office procedures flow smoothly and efficiently. S/he must exercise independent judgement in the resolution of administrative problems and project coordination. The Assistant will coordinate travel arrangements, manage the AVP’s calendar, enter contact reports and updates to the fundraising database, run reports, and may assist with special events. Due to the number of donors in gift officer portfolios, the fast pace of the office, and the complexity of many gifts, this role requires a high level of independent thinking, attention to detail, initiative, flexibility, tact and discretion in the execution of assigned responsibilities, as well as advanced computer skills and excellent interpersonal communication. S/he works closely with IG team members including major and Oxy Fund gift officers, and partners closely with Advancement Operations, Office of Strategic Initiatives and the fundraising support team on a regular basis.

Effectively communicates with academic leaders, trustees, volunteer leadership, donors, alumni, administrative leaders, department chairs, and faculty. Triages phone calls, mail, faxes, electronic and voicemail in an efficient and organized manner. Communicates with the IA Executive Assistant on a daily basis.

Knows the department’s goals, standards, policies and procedures. Exercises administrative judgment and assumes responsibility for decisions.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

AVP Support (40%)

- Manages a conflict-free calendar including the coordination of meetings and conference calls held inside and outside Oxy. Confirms all appointments and logistics 24-hours in advance.
- Maintains and organizes an organized filing system of administrative and donor files.
- Coordinates meeting logistics and is responsible for reserving rooms, ordering refreshments, reserving A/V equipment and preparing packets for meeting participants.
- Works independently on projects assigned by the AVP for the office’s major and annual giving areas.
Major Gifts, Oxy Fund & Event Support (40%)

- Drafts office communication and prepares for signature. Proofreads and edits confidential, sensitive information. Ability to compose letters and documents.
- Handles all travel arrangements; books flights, hotels, and responsible for compiling a high volume of trip material including and not limited to donor gift records.
- Assists with prospect outreach and scheduling of meetings.
- Produces detailed expense reports (corporate card as well as out-of-pocket) for each officer on a monthly basis. Works with the budget office to ensure smooth processing of expense reports.
- Plans, coordinates, organizes, manages and executes cultivation events/salons.
- Ensures events are delivered on schedule and within budget and meet revenue objectives.
- Collaborates with other staff on the development of marketing collateral, brochures and support materials for events and other matters as assigned.
- Maintains accurate and complete records of donor communications for events including proper entry of such data/records into Blackbaud.
- Prepares reports on events, activities and programs.

Advancement Operations (10%)

- Collaborates with the Director, Advancement Operations and gift officers on prospect pipelines.
- Incumbent is expected to maintain an expert knowledge of IA’s internal donor tracking database as well as a thorough understanding of central clearance and development research protocols to research donor records, request prospect clearance, request research, pull and format reports.
- Tracks proposal submissions and files submitted proposals.
- Coordinates contact and trip reports in a timely manner after travel and prospect visits.

Supplemental Acknowledgement Processing (10%)

- Supports the supplemental acknowledgement process for the Associate Vice President, Development, and major gift officers to ensure a thoughtful, complete, and efficient process of thanking donors under management for their gifts.

Other Duties as Assigned

Qualifications

- Bachelor’s Degree required and at least three years of administrative or project coordination experience.
- Experience in higher education or fundraising preferred.
- Ability to thrive in a fast-paced, metrics-driven environment.
- Exceptional oral and written communication skills.
- Excellent organizational skills. Capable of managing multiple assignments from multiple sources; be efficient, organized, detail oriented, and able to meet project deadlines.
- Experience exercising a high degree of initiative, sound judgment, tact and discretion in the execution of assigned responsibilities as well as ability to think through problems.
- Ability to think through and solve problems creatively.
- Must demonstrate good intuition and the ability to adapt to changing priorities.
- Ability to work effectively in a fast-paced and diverse team environment with a wide range of professionals in a variety of functional roles.
- Willingness to take charge in difficult situations and remain calm and collected under pressure.
- Excellent interpersonal skills and a strong customer service orientation.
- Excellent computer proficiency, facility with fundraising databases and evidence of an ability to master these resources.
- Willingness to work occasional evenings and weekends
APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.