



Allentown, Pennsylvania

Position Title: Assistant to the Vice President
Department: Office of Advancement
Supervisor: Vice President for Advancement
Classification: Staff Associate (non-exempt, 35 hours/week year-round)

Characteristic Duties & Responsibilities:

- Provides excellent administrative support for the Vice President.
- Maintains the Vice President's complex calendar with sensitivity and discretion. Schedules travel and appointments with trustees, alumni, friends, parents, foundations and corporations as well as Senior Staff, College departments, faculty and local businesses.
- Coordinates activities with the President's Office for the President's development and alumni affairs travel. May prepare Presidential solicitations and other communications for signature.
- Assists the President's Office in tracking current and potential members of the President's Advisory Council.
- Coordinates prospect research and event briefings for all meetings and events the President attends.
- Coordinates and schedules Executive Team (ET) meetings, department-wide gatherings and department retreats; coordinates and schedules staff meeting guest speakers; prepares and distributes agenda; requests room reservations and equipment, prepares and distributes minutes; makes arrangements for refreshments and guest speakers' needs.
- Supports the ET in their projects. Assists with meetings and retreats at the Vice President's direction.
- Under the direction of the Vice President, maintains and monitors the Advancement budget, as well as processes invoices and check requests in a timely manner.
- Prepares slideshows and presentations for the Vice President to use at various events (Board meetings, Parents Council, Volunteer Summit, faculty meetings, classroom presentations, retreats, conferences, etc.).
- Creates proofs and edits acknowledgement letters, reports, donor correspondence, College documents, emails and other communications in a timely manner.
- Handles confidential data regarding personnel matters, Board of Trustee policies and materials, budget figures and donor gifts.
- Quickly and accurately receives, processes and tracks gifts from donors; completes acknowledgement letters in a maximum of 48 hours.
- Efficiently enters call reports and actions into Millennium for Vice President, as well as President and Senior Staff members.
- Uses Millennium and the Report Server to run reports and lists at the Vice President's request.
- Plans and implements special projects, including Board meetings and conference calls, staff retreats, major donor events and departmental projects.

- Acts as the secretary for the Advancement Committee of the Board of Trustees. Coordinates Committee meeting material, takes accurate Committee meeting minutes and transcribes promptly.
- Supports other key College events and activities for volunteers, donors and committees.
- Manages vacation and out of office calendar for the department as well as the master Advancement event calendar. Schedules monthly event calendar meetings, reserves space for meetings and prepares handouts.
- Maintains central files on Advancement policies and practices, including updating, distributing and ensuring accuracy of the Orientation Binder for the department.
- Answers telephone and troubleshoots donor and alumni requests; works closely with all offices with Advancement.
- Receives, sorts, and routes the Vice President's correspondence.
- Organizes and maintains Vice President's files and office.
- Maintains office files, equipment and inventory. Orders supplies and stationery. Maintains expense reports for the Vice President.
- Tracks Vice President's travel mileage and prospect visits.
- Maintains Advancement organizational chart and office phone lists.
- Manages subscriptions and memberships for the Vice President and department.
- Hires, supervises, schedules and evaluates student employees.
- Understands and supports the Advancement office procedures as detailed in the Orientation Binder for the department.
- Serves as point-person for various updates and requests from other College departments.
- Attends and contributes to major College functions, including but not limited to Alumni Weekend and Board meetings.
- Participates in and provides support for department-wide fundraising efforts (e.g. MULEMENTUM, class reunion fundraising); make calls as assigned for phonathon.
- Performs other duties as assigned.

Qualifications:

- College degree preferred; experience in executive level administrative support required, preferably in an educational environment.
- Excellent interpersonal skills and professional appearance.
- Self-motivated and project-oriented, with ability to self-assess.
- Strong work ethic; must welcome constructive comments and be able to carry out instructions accurately to complete assigned projects.
- Confident, articulate writer, with excellent project management, communication, organizational and time management skills. Attention to detail is a must.
- Skilled at seeking out and learning new processes and procedures; problem-solver and collaborator.
- Excellent phone skills; must be hospitable to all office visitors. Sense of humor essential.
- Understanding of philanthropy, fundraising, gift concepts and the donor acknowledgement process.
- Able to meet deadlines, work well independently, and under pressure, and be adaptable to changing work environment and priorities.
- Able to serve as a member of a team while maintaining internal confidentiality.
- Advanced computer skills in word-processing, Microsoft Office products and database management; must be willing to learn new computer applications.

- Able to collaborate effectively with a wide range of constituents (the Office of the President, Senior Staff, trustees and other leadership donors and volunteers, Development colleagues, other staff and faculty of the College, alumni and friends of the College).
- Independent judgment and discretion in performing tasks required.
- Willing and able to work evenings and weekends as needed.

Muhlenberg College is an Equal Opportunity Employer. All employees are expected to support Muhlenberg's commitment to function as a diverse, caring, inclusive community.

11/2017