

## **Administrative Assistant – Development & Campaign**

<b>Classification</b>	Full-Time, Non-Exempt, 12-month
<b>Department/Division</b>	Institutional Advancement
<b>Reports To</b>	AVP for Institutional Advancement

### **Job Function**

This position will help provide appeal coordination, office administration, and clerical support for the Development and Campaign initiatives at King's College, including the Annual Giving Program ("AGP") and the Grants Office.

### **Essential Elements**

1. Responsible for delivering superior customer service and building effective relationships with colleagues across the organization.
2. Provides administrative support the AVP for Campaign and Development as well as the Director of Annual Giving and limited support to the Director of Institutional and Academic Grants.
3. Prepare regular campaign progress reports/dashboards as directed.
4. Assist with prospect appointments, travel arrangements, and meeting, follow-up, and thank you materials. Composes appropriate correspondence.
5. Maintain Campaign and Development calendars and annual plans.
6. Assist in the coordination and execution of Annual Fund appeals with a focus on the timely completion of direct mail initiatives including the organization, assembly, and postage of mailing projects.
7. Orders office supplies and promotional materials. Maintains inventory of needed supplies.
8. Assists with recording and tracking of sponsorship benefits for fundraising events (i.e., Lackenmier Award, golf tournaments, Homecoming, etc.) as directed.
9. Maintain accurate records of major gifts, planned gifts, and other campaign-related giving.
10. Supervises the student aide(s); prioritizing and assigning student work responsibilities.
11. Serves as one of the primary receptionists, answering telephones for the Development Office, Annual Giving Office, and President's Office (when necessary); transfers callers to desired parties; takes all messages as needed.
12. Assists with proofreading copy for mail, email, digital, and crowdfunding communications.
13. Supports the AGP recurring gift and matching gift programs by contacting supporters via phone or email to update individual and employer information, as needed.
14. Performs data entry of address and other appropriate database changes in Raisers Edge NXT.
15. Assists with staffing Institutional Advancement events (i.e., Homecoming/Reunion weekend) as necessary. This includes weekend and evening hours.
16. Coordinates with King's College facilities department for the installation of recurring annual projects.
17. Perform other related duties as assigned.

### **Required Skills, Training, and Experience**

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), data entry, and database applications. Experience with Raisers Edge NXT is desired; however training is available.
- Excellent typing skills and mathematical ability. Familiarity with postage rules and requirements for various types of mailings.

- Highly organized with well-developed written and oral communication skills.
- Exhibits high attention to detail and thrives in a fast-paced environment. Effective management of confidential information.
- High School diploma and 3-5 years of related experience or equivalent combination of education and experience required.

### **Physical Conditions**

This position is located on-campus in Wilkes-Barre. Duties performed are primarily in an office environment while sitting at a desk, computer workstation, or in meetings. Periodic evening and weekend hours are required to attend College events outside normal business hours. Prolonged periods of sitting at a desk and working on a computer; Must be able to travel short distances across campus. Must be able to lift, carry and/or move objects weighing up to 10 pounds.

Internal applicants please submit your resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by 1/14/2023.