POSITION VACANCY
Westminster College

Administrative Assistant to the Vice President for Institutional Advancement

As part of the Institutional Advancement (IA) team, the Administrative Assistant to the VPIA works both independently and in collaboration with advancement team members to support Institutional Advancement goals by organizing all administrative activities. This position is also responsible for representing Institutional Advancement in a positive and professional manner while interacting with all of our constituents including but not limited to IA team members, the President’s Office, Board of Trustees, faculty, administration, coaches, staff, students, alumni, and friends of the College.

Essential Duties & Responsibilities:

- **Administrative Assistant (20%)**
  - Assist VPIA with scheduling, travel, and expense reporting
  - Assist VPIA with the records and maintenance of overall IA expenditures and budget
  - Prepare agenda and minutes for IA related meetings as directed by the VPIA
  - Manage filing systems
  - Monitor and maintains supplies utilized by IA staff
  - Run reports as requested by VP within Raiser’s Edge system

- **Prospect Research Coordinator (20%)**
  - Update constituent data within Raiser’s Edge system
  - Produce prospect research reports, profiles, and briefings upon request
  - Work to provide other assistance to team of Major Gifts Officers as assigned with a specific focus on tracking all donor centered moves management processes

- **Special Projects (60%)**
  - Assist Senior Director of Development with projects as assigned including but not limited to: stewardship and donor relations, policies and procedures, reporting, annual Honor Roll of Giving, annual listing of Endowed Scholarships, Awards, and Prizes

Minimum qualifications/attributes required to perform the position include a positive attitude and ability to work well with others; excellent verbal, written, and interpersonal communication skills; the ability to work in an environment with an understanding of the confidential nature of fundraising; a strong organization ability to manage a large variety of simultaneous tasks and projects; detail oriented in all tasks; the ability to retrieve, organize, and analyze complex material in a consistent manner; the ability to stay current on all relevant technologies; knowledge of fundraising technologies, procedures, and operations is preferred; a Bachelor’s degree is preferred. EOE

Interested individuals should send a cover letter, resume, and the names and contact information for at least three job related references by no later than **February 23, 2018** to:

Director of Human Resources
Westminster College
319 S. Market Street
New Wilmington, PA 16172