

Westminster College POSITION VACANCY

Advancement Assistant

The Office of Institutional Advancement is accepting applications for the full-time hourly position of Advancement Assistant. Under the supervision of the Senior Director, Advancement Operations, this position is an integral part of IA's Data Team, which manages the information and analytics that support the Division's mission and goals. The Advancement Assistant will collaborate with departmental colleagues to provide strong, competent, reliable, and accurate support for fundraising, relationship development, events, and the engagement of institution constituents. This position is primarily assigned to Advancement Operations but will, from time to time, be expected to assist with other Divisional operations and priorities, as dictated by the needs of the Division and the College.

Duties and Responsibilities

1. Provide administrative support to the data operations office with a specific focus on data integrity/updates and stewardship projects.
2. Contribute to the optimal management and support of the Division's priorities, including but not limited to:
 - a. opening and directing mail
 - b. order supplies for the office
 - c. tracking annual budgets
 - d. documenting staff's personal time off
3. Aid in the institution's efforts to educate, cultivate, and recognize donors on the use and impact of gifts, in support of efforts to cultivate long-term loyalty and commitment of donors

Position Qualifications

1. Minimum two years demonstrated clerical experience with a preference for previous experience with Raiser's Edge database/NXT or similar donor database program.
2. Ability & willingness to learn new software and programs.
3. Commitment to confidentiality and security.
4. Regular and predictable attendance is required.
5. Ability to work collaboratively.

Interested individuals should submit a cover letter, resume, and the names and contact information for three work-related references to Judy Boggs, Senior Director, Advancement Operations, 319 S. Market Street, New Wilmington, PA 16172 or by email to boggsjie@westminster.edu Review of applications will continue until the position is filled.

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.