

POSITION VACANCY

Executive Assistant for Institutional Advancement

Summary of Position:

Provides executive-level support to the Vice President for Institutional Advancement and the division. Actively fosters cooperation and communication between individuals and teams within the division and across campus. Manages division budget. Serves as a key member of the donor relations team by participating in implementing and managing a college-wide stewardship program that fosters and nurtures long-term, meaningful relationships between the College and its donors. Helps to facilitate a culture of gratitude on our campus.

Duties/Responsibilities:

1. Ensure timely information flow to and from the Vice President including expert prioritization, the handling of extremely confidential and sensitive information, and highly professional contact with on- and off-campus constituencies on behalf of the Vice President.
2. Schedule large and/or complex meetings with key donors, volunteers, and search committees, including high-level executives. Arrange for individual and small group meetings.
3. Manage the division budget, including recommendations for budget requests, and oversee this aspect of others' work. Prepare Travel and expense forms for members of the development and advancement services teams and the VPIA and manage the area's purchasing and accounts payable..
4. Clerical assistance with all materials prepared and submitted to the Institutional Advancement Committee of the Board of Trustees. Attend Committee meetings, records, and reports minutes.
5. Work closely with the Vice President and IA Leadership Team to coordinate activities of various offices and individuals within the division. Actively foster cooperation and communication between individuals and teams within the division.
6. Steward donors and demonstrate the impact of their giving through the management of donor thank you letter and release form processes. Coordinate in-person and virtual visits for donors and the students and faculty who benefit from their gifts. Work with campus partners to create a culture change related to gratitude and thanking donors.
7. Assist with stewardship, reporting, and recognition projects. Keep an up-to-date inventory of all donor recognition plaques and named spaces on campus. Maintain funds, ensuring that all documentation is in order, appropriate parties are notified, and budgetary access is assigned.

Supervisor: Vice President for Institutional Advancement

Supervision of Others: May supervise student employees.

Education Required: High school diploma or GED.

Experience Required: 3+ years of professional experience.

Other Desired Skills/Abilities:

Must be competent in quantitative work and possess strong computing, interpersonal and communication skills. The individual must have a positive attitude, a good sense of humor, strong interpersonal skills, and a high level of motivation.

The individual must be able to work independently and manage his/her workload (and sometimes the work of others), especially under tight time constraints. Must have the ability to work with minimal direct supervision, manage several projects simultaneously, and maintain a high level of accuracy and confidentiality. The candidate also must work within project deadlines in a fast-paced environment while maintaining a professional demeanor and positive attitude and possess

the ability to develop positive working relationships with internal and campus-wide clients to enhance efficiency and effectiveness in the job. S/he must have a proven ability to operate in a team environment, demonstrate a high level of initiative and ability to anticipate issues, proactively provide realistic and potential solutions, and make precise, accurate, and timely administrative judgments.

Required Computer Skills:

- Microsoft Office (Excel, Word, Outlook, PowerPoint) -- May design complex spreadsheets, import/export data between software applications, create forms to collect data, and create presentations using graphics, diagrams, and charts.
- An understanding of database management is preferred.

Interested individuals should send a cover letter, resume, and the names and contact information for three work related references to iaapply@westminster.edu by no later than March 14, 2025.

EOE