



PROVIDENCE
COLLEGE

TITLE:

Senior Office Assistant, Major Gifts

APPLICATION SITE:

<https://www.careers.providence.edu>

OVERVIEW:

Provide secretarial and administrative office support to the Director of Major Gifts and the major and principal gift officers, and philanthropic advisors.

ESSENTIAL DUTIES:

1. In conjunction with prospect researchers, prepare profiles, entity reports, and/or mini-bios for the Director of Major Gifts, major and principal gift officers, philanthropic advisors and senior management staff.
2. Perform intermediate and advanced computer functions including managing databases, creating, analyzing, integrating and importing linked spreadsheets, creating mail, envelope, and table merges.
3. Prepare, review, copy, and file a variety of memos, correspondence, reports, forms, and documents, much of it electronically in tandem with the Banner database.
4. Coordinate internal and external attendee calendars; reserve/schedule meeting rooms and make arrangements for equipment, seating, and refreshments, when necessary.
5. Process invoices, and bills, and reconciling expenses for Director of Major Gifts, and major and principal gift officers, and philanthropic advisors.
6. Answer phones, greet and direct visitors to appropriate areas or persons. Interact with a variety of people from all aspects of the College and community. Coordinate work for the student worker.
7. Organize and coordinate office operations and procedures in order to ensure organization effectiveness and efficiency. Coordinate the ordering of supplies and equipment, as necessary.
8. Assist the Director of Major Gifts and major and principal gift officers, and philanthropic advisors in making travel arrangements. Follow-up with staff post-travel to ensure timely entering all call reports, move code updates, and solicitation updates.
9. Attend functions and events as directed, including weekends and evenings.

MARGINAL DUTIES:

1. Perform all other duties as may be required.

EDUCATION/EXPERIENCE:

- High School education or equivalent, Associate Degree preferred.
- Two to three years' of related experience or an equivalent combination of education and experience.

- Working knowledge of Microsoft Office applications (including Word, Excel, and PowerPoint) and database systems.
- Effective organizational and decision making skills.
- Strong verbal and written communication skills. Ability to interact well with alumni, parents, faculty, and staff, as well as other members of the community.
- Ability to work under deadline pressure; organize, set and implement priorities; and manage multiple tasks.
- Attention to detail and high level of accuracy.