



UNIVERSITY OF NOTRE DAME

Administrative Assistant, Regional Development Position Description

I. Overview

Primary responsibility is to support two Regional Development Fundraisers. Included in this collaboration are the evaluation, targeting & contacting of Leadership Benefactors & Prospects in the region to enable solicitation by Director of Development. The Regional Administrative Assistant also is responsible for assisting in Donor Relationship Building and Stewardship efforts essential in procuring six- to eight-figure gifts within the Development Department. Helps plan & coordinate special events. Autonomous management of all office functions while Director travels.

At all times, the administrative assistant will subscribe to and abide by the University core values:

- **Integrity:** Demonstrates honest and ethical behavior that displays a high moral standard. Widely trusted, respectful, and honorable.
- **Accountability:** Takes responsibility and ownership for decisions, actions, and results. Accountable for both how and what is accomplished.
- **Teamwork:** Works cooperatively as a member of a team and is committed to the overall team objectives rather than own interests.
- **Leadership in Mission:** Understands and accepts, and supports the Catholic mission of the University and fosters values consistent with that mission.
- **Leadership in Excellence:** Demonstrates energy and commitment to improving results, takes initiatives often involving calculated risks while considering the common good.

II. Duties and responsibilities

- **Portfolio management:** Provide support for identification, cultivation and stewardship of benefactors at targeted giving level. Maintain benefactor information system to assist Director of Regional Development in maximizing productivity by focusing attention on targeted prospects. Build profiles which reflect historical information and philanthropic preferences necessary to enhance prospect cultivation and increase commitment levels. Assist Director(s) in addressing donor needs and finding timely solutions.
- **Benefactor stewardship:** Provide contact point for donors requiring special handling and proper acknowledgement of their leadership support. Respond to benefactor requests or grievances and communicate these with the fundraiser. Help the fundraiser understand the University's needs compatible with benefactor's personal priorities in order to aid in six- to eight-figure solicitations. Communicate with other administrative assistants to optimize best practices in reporting as well as donor relations.

- **Administrative duties:** Administrative and organizational support to fundraiser(s) of Regional Development. Travel planning includes air, hotel, car and meal reservations as well as preparing travel and expense reports. Reconcile expenditures & budgets. Maintain benefactor records and contact reports in database. Generate reports and acknowledge gifts. Additional/other general Administrative responsibilities as needed and directed.

III. **Minimum qualifications**

- 3 years' experience
- Knowledge of Microsoft Office Suite (Word, Excel) Adobe Acrobat, Internet, email, calendaring.
- Exceptional organizational and prioritizing skills necessary to handle multiple tasks, meet project goals and special project deadlines.
- Excellent interpersonal and communication skills.

IV. **Preferred qualifications**

- Bachelor's Degree or equivalent
- Event coordination, data management and travel planning a plus
- Marketing, administrative support or relevant experience in the business sector or the not-for-profit sector and if possible, in higher education fundraising with responsibilities for independently managing a small office