

## Administrative Assistant

**Reports To:** Vice President of Leadership and Legacy Giving

**Basic Function:** Provides administrative support for activities in Leadership & Legacy Giving. Assists when needed throughout the Leadership & Legacy Giving and Resource Development departments.

### Major Duties and Responsibilities:

1. Coordinate renewal mailings to Tocqueville Members and establish payment schedules upon renewal.
2. Carry out all financial processing functions related to pledges as well as cash and non-cash gifts from Tocqueville Society members, and as necessary for Diamond Donor and Legacy Circle members.
3. Assist Vice President in stewardship functions, including: thank you communications for pledges, designation acknowledgement and processing, payments and renewals; notification of designations to agencies; payment reminders; and new member welcome communications. This position will also assist in creating such communications for the CEO or other administrators related to stewardship of leadership and legacy donors.
4. Maintain accurate and timely leadership donor and prospect records (including Leadership Circle through Tocqueville and Legacy donors) in Andar (system-wide database).
5. Support Tocqueville and Legacy Cabinet members in their recruitment efforts (including meeting support i.e., calls to confirm attendance, providing name tags for each attendee and/or guest, making adequate facilities reservations [on- or off-site] and payment arrangements [i.e., catering, valet parking]).
6. Support Tocqueville and Legacy events from invitation issuance through tracking and night-of reconciliation of those that attended or not based on RSVP list; help staff event as necessary. Provide support as needed for YLS, WLC and Leadership Next events.
7. Assist in scheduling appointments (individual and group) for Vice President of Leadership on shared calendar system.
8. Be easily and comfortably conversant with leadership level donors concerning programs/events and administrative functions (i.e., payment, event registration, etc.).
9. Maintain accurate volunteer rosters for Tocqueville and Legacy Cabinets.
10. Complete accurate expense, mileage and call reports for Vice President of Leadership & Legacy Giving as provided (including ability to transcribe call reports via phone).
11. Ability to carry out duties as the liaison to the Vice President during times of absence by the Vice President (during out of office time on donor calls, business or other travel), while relaying critical, timely information as necessary.

12. Coordinate mailings and in-house collateral production with relevant departments (mailroom, marketing, others).
13. Provide assistance as needed throughout the Leadership & Legacy Giving department and as necessary within the Resource Development Department.

**Job Qualifications:**

- Attention to detail; sensitivity in handling confidential information; and high level of professionalism a must.
- Ideal candidate will have prior experience as an administrative professional and an excellent track record of providing support functions proactively.
- Courteous and effective written and voice communicator with colleagues as well as with donors, volunteers and prospects.
- Self-motivated adaptable learner with ability to follow oral and written instructions and prioritize job responsibilities with little or no supervision.
- Ability to multi-task and problem solve, seeking out answers and solutions when they are not readily apparent.
- Mastery of basic office systems (Word, Excel).
- Prior experience with Andar or other custom-created database systems a plus.

**To Apply:** E-mail a cover letter and resume to Diane Marty at [dianemarty@uwgkc.org](mailto:dianemarty@uwgkc.org) no later than Friday, July 30, 2010. No phone calls, please.