Advancement Associate
Philanthropy

Reporting to the Vice President for Institutional Advancement and Initiatives, the Advancement Associate is responsible for the support and execution of projects, activities and events intended to meet the overall relationship building and fund raising objectives of the College. The Advancement Associate performs various and high-level administrative work supporting the Office of Institutional Advancement, its Vice President and the areas of philanthropy, alumnae relations, donor relations and career and professional development. This position requires exceptional organizational skills, independent judgment, and the ability to multi-task in an active environment. The expectation is that this staff member will be able to work independently within the framework of their assigned responsibilities and authority. This individual will have contact with senior campus administrators, alumni, the Board of Trustees, employers and the Stephens College donor community requiring exceptional use of business vocabulary, tact, discretion and judgment.

Responsibilities:

1. Serve as office manager to greet visitors and respond to inquiries. Answer telephone to provide information, take messages or transfer calls and correspond with alumnae and donors via email. Serve as primary point of contact for alumnae visitors and event inquiries, coordinate event RSVPs, registration and materials.

2. Coordinate gift receipts, checks and credit cards and gift deposits. Generate acknowledgement letters. Serve as liaison for matching gift companies and online gifts processing vendor.

3. Maintain calendars and schedule appointments for vice president and directors as needed. Arrange and coordinate travel schedules and reservations for staff, guests, and board members. Includes scheduling appointments with donor prospects, making airline, hotel and car reservations, preparing itineraries and directions.

4. Assist with special events, including preparation of invitations, communication with hostesses, taking and maintaining RSVP’s, preparing attendee lists, and preparing and shipping event materials.

5. Generate lists of alumnae and donors to support the work of directors and the college’s volunteers. Make corrections, updates, add notes, and address changes in database. Research lost alumnae. Maintain database, train new staff members on using the database, troubleshoots issues and communicates with database subscriber to ensure proper functioning.

6. Run weekly giving reports, month end reports, and others as required. Process monthly pledge reminders in an accurate and timely manner. Reconcile monthly credit card statements for staff members credit card statement submissions.

7. Serve as office liaison with Facilities Department. Order and maintain inventory of office and copy machine supplies.

8. Other duties as assigned.

Qualifications:

- Bachelor’s degree required
A self-starter who is comfortable working in fast-paced, multi-tasked environment. Proven skills and ability to manage multi-phase projects from inception to completion, including the ability to balance multiple concurrent priorities. Ability to set and manage deadlines

Must possess the ability to work independently and as part of a team. Must be detail oriented, focused and goal-oriented, with a high level of initiative and energy

Must be adept at problem solving and using judgment in situations requiring independent initiative and tact. Sensitivity to and ability to maintain confidential information

Exceptional organizational skills. Excellent interpersonal, verbal and written communication skills are essential. Excellent social skills, with large groups as well as with individuals, are required

Proficiency with software including Microsoft Office, Excel, Outlook. Knowledge of fundraising software desirable. Ability to operate and troubleshoot basic office equipment (fax, copier, etc).

Background and experience supporting a team in a sales or advancement environment or two to three years experience in public relations, volunteer relations or fund raising is highly desired

Stephens College offers excellent benefits including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and college paid pension plan.

To Apply: Submit a cover letter, resume and names of at least three professional references to humanresources@stephens.edu and complete an on-line Stephens College application.

The successful candidate must pass a college background check.

EOE A diverse community on campus is valued

Smoke Free Campus