

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT FOR DONOR RELATIONS & STEWARDSHIP - ADVANCEMENT SERVICES

JOB ANNOUNCEMENT #24-625

POSITION & SUMMARY:	<p>Full-time, benefited position for the Advancement Services Office through the California State University, Fresno Foundation. The primary purpose of the Administrative Assistant position is to provide a full range of clerical and administrative support for Donor Relations and Stewardship. Donor Relations and Stewardship maintains and builds relationships with major benefactors to sustain and increase their philanthropic support. Work is often of a project nature, with a difficulty level of “moderately complex” and requires judgment and discretion to formulate sound solutions. Work often involves contact with a variety of campus and community individuals. Incumbents are expected to possess advanced interpersonal skills and in the use and application of office technology software.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Director of Donor Relations and Stewardship, the incumbent will be responsible for the following tasks. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Participate in the planning and establishment of goals and objectives for meetings, conferences, and/or events, with respect to budgets, speakers, facilities, technology, equipment, logistical requirements, and other related issues. • Plan and coordinate complex administrative assignments and special projects within and/or across operating units; gather, organize, and assess information, and develop and prepare recommendations. • Process standard and electronic mail, including mass mailings using mail merge technology • Create/maintain standard and electronic confidential files and records • Provide logistical support in all aspects of fundraising and stewardship • Update information in the alumni/donor database • Maintain, research and analyze data in support of office activities, development projects, special events and a wide variety of scheduled and emergent administrative tasks • Use and maintain advanced features of standard office automation software such as word processing, electronic spreadsheet development and database maintenance • Create and send email blasts • Build and maintain productive working relationships with staff and faculty • Track event budgets and process paperwork to pay invoices • Serve as a contact and resource within and outside the University on assigned projects and events • Represent the University to a wide range of external constituencies • Make travel and other arrangements • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Required:</p> <ul style="list-style-type: none"> • Bachelor’s degree or minimum four (4) years office and/or event experience • Excellent interpersonal and customer service skills • Strong oral and written communication skills. Thorough knowledge of English grammar, spelling and punctuation • Knowledge of business accounting beyond basic arithmetic (e.g. ratios, percentages, tracking financial data and make simple projections) • Working knowledge of budget policies and procedures • Ability to independently handle multiple and competing work unit priorities

	<ul style="list-style-type: none"> • Demonstrated ability to be a highly energetic, self-starting, creative and an entrepreneurial professional • Good judgement in handling confidential and sensitive information • Ability to: <ul style="list-style-type: none"> ○ Travel and attend various functions, meetings and conferences as required ○ Work some early mornings, evenings and weekends ○ Work effectively in a highly consultative and collaborative environment ○ Establish and maintain effective working relationships with people from diverse backgrounds • Competency and experience with the use of Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Email and internet browsers. • Fully functional knowledge of and skill in standard office procedures and practices • A history of regular attendance and positive performance evaluations • Valid driver's license, reliable vehicle and insurance required as occasional travel may be a requirement of the position. <p>Preferred:</p> <ul style="list-style-type: none"> • Proficiency with fundraising databases, preferably Ellucian Advance • Developing and coordinating special events
SALARY/BENEFITS:	\$3,200 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
FILING DEADLINE:	Application review begins <u>July 11, 2024</u>. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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