

The Bulldog Foundation

ADMINISTRATIVE ASSISTANT

JOB ANNOUNCEMENT #23-541

POSITION SUMMARY:	<p>Full-time, benefited position through The Bulldog Foundation. The Bulldog Foundation (BDF) is the fundraising arm of Fresno State Athletics and provides Bulldog alumni, fans, and friends the opportunity to support Fresno State student-athletes. The primary function of this position is to provide a range of clerical and administrative support for the Bulldog Foundation. Responsibilities include a variety of contacts with donors, community members, athletic department, and university personnel. The Administrative Assistant is expected to be able to multi-task in a busy work environment and handle assigned projects with minimal supervision. Understanding and skill in using office technology including donor and ticketing software, Microsoft Office Suite, and some graphics programs is critical.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director of the Bulldog Foundation, the Administrative Assistant is responsible for the following typical duties, but are not limited to these:</p> <ul style="list-style-type: none"> • Serve as the primary phone contact for incoming calls to the Bulldog Foundation. Direct calls to other staff as needed. • Communicate with donors over the phone and in person regarding scholarship fund renewals, new donor inquiries, sport clubs, special events, mobile ticketing and handle questions about the Bulldog Foundation and any associated donor benefits. • Assign football and men's basketball season ticket locations to BDF members. • Oversee the distribution of all annual scholarship plaques and All Sports Passes. • Bulldog Foundation Board of Directors - Send all communications, prepare materials, order food, and maintain master binders with meeting minutes and documents for the following entities: Board of Directors, Audit Committee, and Endowment Committee. Record and distribute all meeting minutes. • Work with Google Suite of products to produce various email campaigns. • Provide administrative support for the Senior Associate Athletic Director for Development. • Mailing Projects – Oversee the compiling and distribution of various BDF mailing projects. • Office Supplies & Machines – order and maintain supplies for entire BDF operation and schedule maintenance for all office equipment (copies, printer, postage machine, and folding machine). • Mail Handling – Open, date, and distribute mail daily. • Assist with the input of pledges and payments into fund raising software. • Prepare adding machine tape for all deposits in conjunction with the accounting specialist. • Coordinate - campus parking passes for BDF staff and sport club volunteers. • Assist with the planning, preparation, and execution of BDF and Athletic Department special events. • Order, maintain inventory, and distribute donor gifts to Green V and Champion Circle members. • Create greeting cards and handle remembrances for donors and volunteers. • Performs special duties and projects 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> <ul style="list-style-type: none"> • High School diploma required. • Bachelor's degree or minimum two (2) years of full-time office experience.

	<ul style="list-style-type: none"> • Excellent interpersonal, written, and oral communication skills. Thorough knowledge of English grammar, spelling, and punctuation. Ability to tactfully deal with donor concerns and issues. • Demonstrated ability to handle sensitive or confidential documents and information. • Strong organizational skills and the ability to prioritize and complete workload. • Ability to independently handle multiple tasks in a busy work environment. • Competency and experience in the use of Microsoft Word and Excel, the internet, and some graphic software. • Demonstrated self-starter, energetic, creative, and a team player. • Previous hands-on work experience handling money, working with an adding machine, and balancing cash receipts. • Some background or experience in college athletics and understanding of fundraising is preferred. 								
SALARY/BENEFITS:	\$3,250.00 per month. Benefits include health, dental, vision, 403b, life insurance, vacation, sick leave, and holiday pay.								
FILING DEADLINE:	Application review begins December 12, 2023. Open until filled.								
TO APPLY:	<p>Please visit the Auxiliary Human Resources page on our website at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. Applications may be mailed, emailed, faxed, or delivered in person to:</p> <table> <tr> <td>The Bulldog Foundation</td><td>Physical Address:</td></tr> <tr> <td>PO Box 26267</td><td>1620 E Bulldog Lane</td></tr> <tr> <td>Fresno, CA 93729-6267</td><td>Fresno, CA 93740</td></tr> <tr> <td>Fax: 559-278-5850</td><td>Phone: 559-278-7160</td></tr> </table> <p>E-mail completed application, cover letter & resume to: bulldogfoundation@mail.fresnostate.edu</p>	The Bulldog Foundation	Physical Address:	PO Box 26267	1620 E Bulldog Lane	Fresno, CA 93729-6267	Fresno, CA 93740	Fax: 559-278-5850	Phone: 559-278-7160
The Bulldog Foundation	Physical Address:								
PO Box 26267	1620 E Bulldog Lane								
Fresno, CA 93729-6267	Fresno, CA 93740								
Fax: 559-278-5850	Phone: 559-278-7160								

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 Bulldog Foundation. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER