**Office of Development**

**Position:** Executive Administrative Assistant & Development Office Manager

**Essential Functions:**

The Office of Development is responsible for raising private philanthropic support for the University of Louisiana at Lafayette through annual solicitations, major gifts, and planned gifts. Reporting directly to the Associate Vice President of Development, this position will provide proactive, collaborative, and comprehensive support for Development team members as well as donors. Essential functions and responsibilities include, but are not limited to the following:

Administrative

* Assists the AVP with scheduling and maintaining calendar of appointments. Schedules and coordinates meetings as directed.
* Prepares documents and reports in advance of staff meetings, leadership meetings, and board meetings. Attends such meeting to take minutes and proactively execute on identified action items.
* Assists AVP with entry of contact report and proposals. Actively monitors Development staff data entry required for weekly, monthly and quarterly reporting. Coaches team on entry standards, ensures reports are accurate, and briefs AVP on reports.
* Proactively prepares materials and reports for AVP’s donor visits as well as identified required follow-up.
* Provides effective and timely responses to donors requesting information.
* Greets guests, reviews incoming correspondence, and takes phone calls, using independent judgement to determine what action is required. Manages all associated actions that do not require the AVP and/or Directors of Development.
* Ensures office website is routinely updated; checks general office email accounts and responds accordingly.
* Composes and types letters as directed or independently in accordance with the office procedures. Reviews and edits outgoing materials for neatness, accuracy, and consistency with policy.
* Pulls reports, interprets data, and prepares documents in advance of staff meetings, leadership meetings, and board meetings.
* Manages the Office’s administrative duties: purchase card reconciliation, mileage and other reimbursements, invoice payments, etc. Manages office inventory and supplies.
* Tracks and manages all gift form completion, routing, submission, and mailing. Ensures accuracy and execution in a timely manner.

Office Management

* Supervises Development Coordinators and student workers assignments.
* Tracks and manages Office of Development budget (State and Foundation budget lines). Proactively gives status reports to managers and notifies AVP of any challenges or policy violations.
* Serves as lead project manager for a variety of assignments. Responsible for project planning, creating workflows, assigning tasks to staff, and ensuring deadlines are met. Oversees comprehensive communications with stakeholders to achieve goals.
* Serves as subject-matter expert on University, Foundation, and Development Office policies and procedures. Independently manages processes and documents policies and procedures for the Office. Proactively educates stakeholders on such policies and ensures compliance.
* Develops annual business plan for self, tracking each goal towards completion.
* Masters the use of internal systems, particularly CRM Advance, to retrieve needed data, to input new information and to answer questions from donors.
* Manage list and report requests for AVP, clarifying questions for report writers and verifying accuracy of the data. Assists AVP with management of reports, lists, and other Excel projects.
* Evaluates and analyzes data and processes to continuously improve and meet fiscal year fundraising and Development Office goals. Proactively reports status updates to AVP in advance of key meeting with UL leadership and boards.
* Tracks and manages staff evaluation processes as well as professional development and certifications.
* Organizes and manages Office of Development physical and electronic files.
* Manges job postings, interview schedules/logistics, and onboarding experience for new hires.
* Performs other duties as assigned.

**Qualifications:**

* A Bachelor’s degree with a minimum of 5 years of professional administrative or business operations experience in an office setting is required.
* Experience in a non-profit or academic setting preferred.
* Excellent oral and written communication skills with ability and confidence to communicate effectively with university staff, donors, students, and other constituents in a professional manner.
* Ability to exercise sound and independent judgment, think critically and strategically, and have high attention to detail.
* Demonstrated ability to manage multiple assignments simultaneously, meet deadlines, and maintain excellent working relationships with internal and external constituents.
* Proven ability to work effectively individually and as a member of a team.
* Adherence to strict confidentiality standards.
* Proficient in word processing and spreadsheet management (MS Word, MS Outlook, MS Excel, Internet Explorer, MS PowerPoint, and others).
* Experience with CRM or database systems and familiarity with and ability to comply with institutional policies and procedures.
* Willingness to learn new programs, applications, and business skills as the need arises.
* Strong work ethic, positive attitude, flexibility, and integrity essential to success.

**Salary:** Dependent on qualifications and experience.

**Applications:** For Initial consideration, please submit your cover letter, resume and three references to the UL Lafayette Foundation, Office of Development by emailing brianna.ulven1@louisiana.edu. Preference given to applications received by September 15, 2021.