



Amherst College
Office of Human Resources

JOB
DESCRIPTION

Title: Assistant to the Chief Advancement Officer

Department: Chief Advancement Officer Reports to title: Chief Advancement Officer

Full Time: X Part Time: Date Prepared: June 11, 2019

Job Group & Level: AO-5 Regular Daily Work Schedule: 8:00 to 5:00

Pay Type: Weekly X Monthly Months Per Year: 12 Hours Per Week: 40

1. Summary of Position:

The Assistant to the Chief Advancement Officer (CAO) provides administrative and logistical support for the Chief Advancement Officer and the Director of Prospect Information & Strategy, and, by association, the president, trustees, our top donors, administrators, faculty, alumni, parents and friends who are served by Advancement. Tracks and documents activity related to Principal Giving donors, organizes and prepares supportive materials for a variety of meetings and committees, including two Board committees, the Committee on Institutional Advancement and the Trusteeship Committee. Manages the overall administration and coordination of Advancement meetings and Advancement staff events.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

40% Administrative Support

- Facilitates the efficient utilization of the CAO's time through development and coordination of a complex calendar of appointments, meetings, networking engagements and college functions with individuals and groups. Provides 'gateway' and 'gatekeeper' role, creating win-win situations for access to the CAO's time and office.
- Represents Advancement in communications with internal and external constituents, serving as first point of contact in the CAO office, referring inquiries or problems to the

appropriate office or person, and following up to determine the inquirer's satisfaction with the response.

- Ensures the completion of a broad variety of administrative tasks for the CAO, including preparing and submitting expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas; and compiling documents for travel-related meetings and on-campus activities, such as for other campus, trustee and alumni leaders working on behalf of Advancement.

25% College Relations

- Provides a bridge for smooth communication between Advancement and other departments, demonstrating leadership to maintain credibility, trust and support with colleagues across campus.
- Assists the CAO in oversight functions by reviewing, monitoring and approving forms, and reviewing correspondence and documents prepared by other offices for the president's signature. Researches, prioritizes and follows up on incoming issues and concerns addressed to the CAO, determining appropriate courses of action, referral or response.
- In collaboration with the CAO, supports the work of the Board of Trustees Committee on Institutional Advancement and Trusteeship Committee, including preparing quarterly meeting materials for the trustee committee members.

20% Principal Gift Prospect Support

- Schedules meetings with donors for the President on behalf of Advancement.
- Coordinates research, briefing memos from prospect managers and produce other supporting materials for Presidential (or other Senior Administrator or Trustee) trips or events on behalf of Advancement. Proofreads and edits briefing memos before sending to President, Trustee, Senior Administrator or Host of an event.
- Supports the Campaign Co-chairs as the key point of contact, working closely with their assistants to coordinate meetings, travel and conference calls. Prepares meeting and call materials, and records minutes.
- Proactively manages the Chief Advancement Officer's prospect list including tracking and updating progress levels, in partnership with Prospect Management colleagues, and solicitation pipeline information, and enters contacts and other information including trip reports and events into the Advancement database.
- Requests donor updates and coordinates work with Prospect Development team to seamlessly provide updated information on prospects.
- With the understanding of how gifts are processed, expedites requests and inquiries from College staff and faculty, trustees, alumni, parents, friends and key volunteers as needed.

10% Division Coordination

- Assists in coordinating the agenda of Department Heads and Managers meetings, off-sites and all-staff meetings.
- Maintains departmental information including organizational charts and department head minutes.
- Provides coordination support for all staff meetings and events.

5% Performs other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Frequent interaction and communication both verbal and written with individuals both inside and outside the College (alumni, trustees, vendors, etc.).

4. Education: (include certifications and licenses)

Required: Bachelor's degree, or 7 years of administrative experience in lieu of degree

Preferred:

5. Experience: (List specific skills necessary to perform this job)

Required:

- 5 years of related experience
- Strong organizational and time management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal and relationship building skills
- Excellent written and verbal communication skills with the ability to translate and interpret data
- Highly resourceful team-player with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion
- Demonstrated high level of customer/client service and response
- Forward looking thinker, actively seeking opportunities and solving problems proactively
- Experience contributing to a diverse community

Preferred:

6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

- Visual – normal concentration
- Repetitive motion including hands, wrists and fingers
- Lift, carry, push and pull up to 15 pounds

7. Decision Making:

Serves as a resource to others in resolving complex administrative issues. Establishes guidelines for problem resolution. Determines urgency of existing projects and foresees bottlenecks/crunches and plans accordingly always keeping an eye on the big picture.

Must have a high level of discretion and ability to maintain confidentiality pertaining to anonymous donors and division/department information.

8. Supervision Exercised/Received:

Minimal supervision received by the supervisor.

Supervisory Responsibility: Yes _____ No X_____

Number of Employees Supervised: _____