

Administrative Assistant - Roane State Foundation

Part Time - 29 hours per week

Overview

The Administrative Assistant at Roane State Foundation (part-time 29 hours per week, temporary contract position) supports the Executive Director of Roane State Foundation, the Foundation Board of Directors, and the general operations of the Development Office on a daily basis. Based in Harriman, TN (although travel may be required to other Roane State campuses on occasion), the Administrative Assistant will also serve as the lead staff person maintaining the flow of routine office operations including the specific activities noted below:

- Attend Board of Directors meetings and record official Minutes of full board meetings and committees;
- Prepare Board meeting agendas and handouts; coordinate meeting rooms, guest speakers, and catering as directed by the Executive Director;
- Maintain Board Policy & Procedure Manual, Board Membership Directory, Foundation VIP list, and Board Google Drive documents as directed by Executive Director;
- Maintain constituent records and the Foundation files in proper order, including the digitizing of records for electronic filing;
- Schedule meetings with internal and external constituents of the Foundation for the Executive Director;
- Compose and prepare letters of correspondence and cultivation to donors;
- Prepare invoices for payment and checks for signatures; pick-up/deliver daily Foundation mail, including occasional runs to the post office;
- Communicate with Alumni Affairs Office and Campus Site Directors regular updates to Foundation database/CRM system for donor and VIP contact information, as well as records regarding preferred recognition, confidentiality and other components of Foundation record-keeping;
- Organize website updates with RSCC information technology staff, and ensure functionality of all website features;
- Answer phones for Foundation office; transfer and direct calls as appropriate; take messages and ensure follow-up as needed;
- Support Foundation team with special events and campaign activities of the Foundation as directed by the Executive Director;
- Support appropriate RSCC staff, printing company, and/or mail service, with the design and print of official invitations, event programs, mailing envelopes/labels, posters, documents, etc. as needed for Foundation work and special functions;
- Support the implementation of the Foundation's social media marketing plan as needed, including Facebook, LinkedIn, Twitter, Instagram and others;
- Other duties as assigned and necessary for smooth Foundation operations.

Required Skills:

- Excellent customer service and communication skills (written and oral);

- Ability to relate and connect well with internal and external constituents (i.e. students, donors, prospective donors, board members, community members, etc.);
- Ability to provide keen attention to detail and maintain accuracy at all times;
- Strong knowledge of business English;
- Strong knowledge of general office tasks, equipment, and Microsoft Office Suite (i.e. Word, Excel, Powerpoint, Publisher)
- Ability to learn specialized fund development software systems including Blackbaud Raiser's Edge/NXT, social media marketing systems, email marketing software, and other associated or integrated modules related to marketing and/or gift cultivation;
- Ability to prioritize multiple projects and tasks and work independently when necessary;
- Willingness to work hard and as part of a team, maintaining strong internal relationships throughout the College;
- Dependable, punctual and trustworthy.

Preferred Skills:

- Knowledge of fundraising principles or experience in a fundraising environment;
- Knowledge of the nonprofit sector or experience working or volunteering in nonprofit entities;
- Certified Administrative Professional (CAP) or similar certification;
- Strong knowledge of business and math;
- Working knowledge of Blackbaud Raiser's Edge/NXT and associated modules;
- Working knowledge of above-listed social media marketing;
- Associate's Degree or higher; or substantial office experience.

Required items to be submitted along with application to be considered for this position:

- Cover letter expressing your interest in this position
- Resume
- Three [3] work-related references

For information contact

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