

School Sisters of St. Francis Job Description

Job Title: Office Administrator – PART TIME

SUMMARY

Responsible for overall support of department functions and staff members as it relates to major gifts, annual giving, event planning and office management. This position plays an integral role in helping the department run smoothly and efficiently in an effort to meet its annual goals.

BASIC EXPECTATIONS

- Work independently
- Good interpersonal skills
- Fosters a positive, supportive work environment
- Detail oriented
- Proficient computer skills
- Strong communication skills especially written and telephone oriented communication
- Ability to multitask
- Maintain confidentiality

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Administrative:

- Records expenses and facilitates invoice processing for Mission Advancement Office for the Generalate Finance Office.
- Works with Mission Advancement Director in the preparation of the annual budget.
- Initiates donation process by opening, sorting and delivering Mission Advancement mail.
- Acts as receptionist for the Mission Advancement Office and checks department voice and email, responding as necessary.
- Monitors all professional memberships and subscriptions.
- Maintain current inventory of office supplies and print materials. Order supplies when needed, upon approval.
- Distribute weekly calendars and coordinate development of monthly project/event calendars of Mission Advancement Office objectives.
- Other duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES cont.

Data Services

- Produce acknowledgements and review for format and content accuracy.
- Data Entry of Gifts.
- Generate batch validation and commitment reports; submit with donations to Finance Office.

- Audit donation batches for accuracy.
- Maintain constituent/donor records.
- Back-up to Data Services Administrator.
- Complete database projects as assigned.

Donor Development:

- Manages special donor projects such as donor and chapel wall recognition.
- Handles protocol for all first gift donors.
- Provides administrative support for Advisory Committee by taking meeting minutes and sending meeting reminders.
- Works with Data Services in monitoring Covenant Society list and prepares birthday cards for members.
- Other duties as needed

Event Planning:

- Provide support to Special Events Coordinator for all SSSF events.

EDUCATION and/or EXPERIENCE

College degree preferred and/or 2 years of related experience in administrative and/or office management.

BENEFITS and COMPENSATION

- Compensation between \$20-\$25/hr. depending on experience
- Benefits include: Health insurance, dental and vision insurance, 403(b), 401(a) employer match, employer retirement plan, employer provided life and disability insurance
- Flexible scheduling
- Generous PTO plan

Interested candidates should email a cover letter and resume to Amanda Ferguson at aferguson@sssf.org