

UNITED WAY OF EAST CENTRAL IOWA

Job Description Form



Job Title/Dept: Administrative Assistant-Donor Relations

Reports to: Senior Manager-Donor Relations

<p>Type of position (Double-click the box):</p> <p><input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Regular</p> <p><input type="checkbox"/> Part-time <input type="checkbox"/> Specially funded</p> <p><input type="checkbox"/> Intern <input type="checkbox"/> Temporary</p>	<p>Hours <u>40</u> / week</p> <p><input type="checkbox"/> Exempt</p> <p><input checked="" type="checkbox"/> Nonexempt</p>
--	--

<p>Supervisory Responsibility</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Number of Direct Reports : _____</p>	<p>Other Skills</p> <ul style="list-style-type: none"> • Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.). • Typing of 60 wpm or higher, ability to edit for spelling, punctuation and grammatical errors. • Prioritize and meet deadlines
---	---

CORE VALUES AND BEHAVIORS

<p><u>Values</u></p> <ul style="list-style-type: none"> • Relationships • Excellence • Learning • Service • Leadership • Collaboration • Innovation • Integrity 	<p><u>Core Competencies</u></p> <ul style="list-style-type: none"> • Mission-Focused • Relationship-Oriented • Collaborator • Results-Driven • Brand-Steward
--	--

PRIMARY PURPOSE

Performs administrative duties for members of the Donor Relations team. During campaign season, this individual will coordinate agency speaker requests for companies, pull reporting on national accounts and serve as point administrative assistant for Loaned Executives. Compose, edit and/or process correspondence, meeting notices, minutes, etc. for assigned leadership societies. This person will participate as part of the administrative support team, completing administrative tasks as assigned.

ESSENTIAL JOB FUNCTIONS

<p>Major Area of Responsibility (What do you do and why do you do it?)</p>	<p>Tasks Undertaken to Accomplish the Essential Function</p>
--	--

<p>Support to Donor Relations</p>	<ul style="list-style-type: none"> • Schedule meetings and compose meeting minutes as needed • Review determined news collateral and update database as needed • Assist with stewardship mailings • Assist with Direct Mail strategies • Serve as lead contact for administrative needs from Loaned Executives • Submit various data requests and run various campaign reports • Serve as point on all GCL (Global Corporate leaders) accounts, run reports and begin campaign processing
--	--

Financial Processing	<ul style="list-style-type: none"> • Prepare daily mail for financial processing • Initiate campaign envelope processing • Assist with other tasks related to campaign recordkeeping and data collection as needed
Other Job duties:	<ul style="list-style-type: none"> • Provides back-up phone and reception area coverage.

Required Qualifications

Education: <input type="checkbox"/> High School Diploma/GED <input checked="" type="checkbox"/> Associate Degree (2 year program) <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree Describe any specific field of study:	<table border="0"> <tr> <td style="text-align: center;">Required</td> <td style="text-align: center;">Preferred</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Required	Preferred	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Experience: Check the box that identifies the amount of previous work experience. <input type="checkbox"/> No previous experience <input checked="" type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5-7 Years <input type="checkbox"/> 7 or more years
Required	Preferred											
<input type="checkbox"/>	<input type="checkbox"/>											
<input checked="" type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											
<input type="checkbox"/>	<input type="checkbox"/>											

Job Skills and Attributes

- **Analysis** – Approaches decision making and problem solving by systematically gathering information. Readily distinguishes between a problem's symptoms and its causes, focusing energy on the treatment of causes. Relates and compares information from various sources to deduce cause-effect relationships.
- **Innovation and Creativity** – Remains open to new ways of doing business. Critically examines rules to see if they have outlived their usefulness. Flexibility, adaptability and openness to change. Commitment to continuous learning.
- **Effective Communication** -- Prepare clear, complete and concise reports. Ability to work effectively with volunteers and staff. Must have ability to maintain confidential information. Good interpersonal and relationship building skills.
- **Team Builder** - Works to promote cooperation throughout the organization and assists on creating a positive work environment.
- **Cultural Competency** - Ability to understand, communicate with, and effectively interact with people across cultures.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 20 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

Note: This job description indicates the normal type and level of work expected of the incumbent. Incumbent may be asked to perform other duties as apparent or assigned.