

JOB DESCRIPTION

POSITION TITLE: Assistant to Vice President - Development

SUPERVISED BY: Vice President - Development

SUPERVISES: No One

PURPOSE OF POSITION: To perform project management, administrative and highly responsible work, especially of a confidential nature, with a minimum of supervision and with the ability to be self-directed.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree preferred.
- A minimum of three years professional experience in an administrative position with project management experience preferred.
- Experience in Development and Special Events preferred.
- Highly proficient with MS Office products, including Word, Excel, Access, PowerPoint, and Outlook.
- Ability to manage a high volume of work in a highly organized and responsive manner.
- Ability to multi-task, managing multiple projects with competing priorities.
- Excellent time management, organizational, and problem-solving skills.
- Excellent interpersonal, oral and written communication skills.
- Ability to maintain professional demeanor while exercising independent judgment and discretion in performing tasks.
- Ability to be an effective team member.
- Regular and predictable attendance.

ESSENTIAL FUNCTIONS:

- Maintain good public relations for the department and the Agency with all donors and prospective donors.
- Coordinate and prepare meeting schedules, agendas and minutes on behalf of the Vice President -Development.
- Prepare and distribute monthly revenue reports for the department.
- Assist with preparation of annual departmental budget.
- Assist in the organization of Vice President – Development's responsibilities including maintaining calendar of Vice President - Development.
- Relieve the Vice President - Development of minor administrative and business details.
- Assist the Vice President - Development in communicating information to department directors and managers.
- Support all major donor functions including special events, Board of Regents meetings and Leader Council meetings.

- Manage multiple and special program i.e. Better Business Bureau compliance, Development Planning Days, etc.
- Read and route the Vice President – Development's mail and compose and type correspondence as directed.
- Use creativity and ingenuity in approaching business systems.
- Make travel arrangements as requested.
- Maintain supplies and equipment.
- Process department invoices and timesheets.
- Answer all incoming telephone calls related to the support function of the Vice President - Development.
- Maintain files and a filing system that is efficient and retrievable for the Vice President - Development and as necessary, other related Vice Presidents.
- Be knowledgeable regarding Agency policies; aware of basic workings of other departments; aware of the content of Mission appeals and overall strategic plan for the Agency.
- Promote the mission, values and goals of the Agency.
- Be flexible and willing to accept additional responsibilities and/or assignments, after discussion with the Vice President -Development.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- This job description in no way states or implies that these are the only duties to be performed by the jobholder. Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the Agency.
- I have read and understand this job description.

This job description was accepted by:

Assistant to Vice President - Development

Date

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