

## **Job Opening:**

**Contact Info: Send resume' and cover letter to:  
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**Posting Date: June 5, 2017**

**Hours: The Administrative Assistant is a part-time (20-hour work week) some evening work is required during special events.**

**Introductory Period: Employees are on an introductory period during the first three months of employment. During this time, the employee will be able to determine if the new job is suitable, and the supervisor will have an opportunity to evaluate work performance. A 90-day performance evaluation will be conducted by the immediate supervisor; however, the completion of the introductory period does not guarantee employment for any period of time thereafter.**

**Goal: To provide administrative support to the Vice President of Advancement and Advancement staff. This individual will work closely with the Director of Advancement for Special Programs preparing for the annual Henry L. Starks events.**

### **Administrative Assistant to the Vice President of Advancement Memphis Theological Seminary**

This position supports the advancement program by providing administrative expertise in a diverse office environment. Provide executive level support to the vice president of advancement for internal and external relations, office management, communications, correspondence, data management, and financial transactions. Key functions of this position include meeting and event coordination, contact with the public, gift acknowledgement, database entry, office management, clerical functions, supervision of student workers, and fiscal and budget administration. The position reports to the Vice President of Advancement.

## **DUTIES:**

### **Office Management**

1. Handle administrative support needs for development staff and activities.
2. Prepare error-free correspondence and donor acknowledgement letters using expert Microsoft Word skills, including mail merge applications.
3. Prepare spreadsheets and reports using expert Microsoft Excel skills.
4. Coordinate printed communications including regular mailings, fundraising communications, newsletters, and magazines.
5. Maintain office files.
6. Provide interoffice communications with MTS scholarship committee.
7. Assist in formulation and attainment of administrative goals and objective.

### **Database and financial functions**

1. Assist in providing gift entry and generate reports using the donor database.
2. Assist in providing database maintenance and upgrades.
3. Assist in optimizing use of data for effective development operations.
4. Assist in administering development office side of payroll deductions records.
6. Assist in coordinating accounting functions of the advancement office.

7. Assist in coordinating budget and fiscal transactions, including accounts payable and pledges receivable.
8. Assist in preparing bank deposits
9. Assist in maintaining fiscal records
10. Assist in meeting deadlines for fiscal reports and documentation
11. Assist in coordinating and organizing documents for annual audit

### **Donor relations activities**

1. Assist in providing administrative support for advancement and board committees, meetings, and activities, including notices, agendas, media, and collateral material.
2. Assist in preparing donor listings for the annual report
3. Schedule visits and meetings.
4. Document meetings in files.
5. Take minutes as assigned.
6. Maintain an annual calendar of advancement activities.

### **Interactions:**

Regular communication with the vice president of advancement, the development team, faculty, staff, students, and the public. Extensive public contact in person, through e-mail, and by telephone, including extensive communication with executives and organizations, with a particular focus on major donors and board members.

### **Knowledge and Skill set:**

Strong people skills

Demonstrated written communication skills

Project management skills

Database skills

Knowledge of basic accounting skills and software applications

The ability to collect and analyze data to solve problems and improve administrative process

Organizational and administrative skills

An understanding of the advancement function in higher education

Personal attributes required: self-starter, dependable, conscientious, sociable, and attentive to detail.

Sound judgment in solving problems independently and with discretion.

Ability to work well under pressure and to meet deadlines.

### **Qualifications**

Minimum of three years' successful experience in an administrative role, preferably in an advancement office. Demonstrated written and oral communication skills. Demonstrated high-level capacity in database functions. Two years of college or an Associate's degree required, Bachelor's degree preferred.