Secretary IV  
Regional Advancement

Reports to: Senior or Executive Director

Position Summary:  
Requiring highly advanced secretarial skills and proficiency, the Secretary IV has primary responsibility for supporting and Executive or Senior Director and three to four Regional Directors in the Office of Regional Advancement with minimum direction and considerable latitude for independent judgment, performs routine and non-routine office duties for the Office of Regional Advancement.

Skills Required:  
Advanced computer skills working in all Microsoft Office applications are required. This position requires good judgment, assertive problem-solving, a collaborative approach, strong written and verbal skills. The successful Secretary IV will be a mature and inquisitive individual with the ability to adjust to changing priorities and challenges in a busy environment. Works with confidential donor information. Must be able to interact with Advancement and University leadership, staff, alumni and donors.

Specific Responsibilities:  
- **35%** Supports individual donor activity of assigned Regional Directors. Helps Regional Directors manage major gift prospects through effective use of donor tracking system and prompt follow-up on activity. Responsible for entry of contact reports, updating of donor records and strategies. Assists with correspondence and proposal preparation. In general, assist with various levels of prospect follow-up.

- **35%** Supports regional travel and activities. Coordinates regional travel and donor activity for the Regional Directors, including itinerary, transportation and lodging, gathering and preparing appropriate materials and event related activities as necessary. Makes arrangements for visiting key volunteers, major donors and major gift prospects. Reconciles expenses on behalf of Regional Directors, processes travel expense reports and requests for payments.

- **20%** Provides effective calendar coordination and management. With general guidance as to priorities, manages the time and calendar of the Regional Directors. Coordinates competing demands on time, refers matters to be handled by others and manages access to Regional Directors as appropriate. As needed, will provide back-up coverage for other support staff in the Office of Regional Advancement.
• 5% Ongoing learning and training. Will need to develop expertise with the prospect management system and other Advancement systems and protocols. Will also need to stay informed about University activities, events, fundraising priorities, etc.

• 5% Other duties as required.

**Basic Requirements:**
Two years of post-high school secretarial or word processing studies or the equivalent and at least three years of secretarial or office experience, including at least one year in a position which demonstrated the ability to work with minimal supervision. Demonstrated customer service experience, effective interpersonal communication skills, ability to prioritize multiple tasks, and experience planning and tracking details of multi-stage projects. Experience with current version of Microsoft Office applications, with typing skills of at least 60 wpm desired. Database experience strongly preferred. Access to car and ability to run errands on campus and within local area. A sense of humor and flexibility are essential.

*Revised 7/29/15*