

Position: Program Assistant
Grade: 51
Reports to: ESM Executive Director of Advancement

Overview:

The staff member, with minimal direction and with latitude for independent judgment, assists in the strategic design and implementation of advancement office programs. This position is responsible for a wide range of departmental duties and involves considerable interaction with advancement staff, donors, and Eastman faculty and staff.

SPECIFIC RESPONSIBILITIES:

30% Stewardship

- Connect scholarship donors with their current recipients. When possible, alert donors about their student's upcoming recital
- Track members of UR giving societies, including the Wilson Society, Kilbourn Society and George Eastman Circle, and maintain recognition signage
- In collaboration with the Advancement Stewardship Office, provide oversight of the Eastman School's seat naming campaigns. Track seat availability, donor naming preferences, the preparation, ordering and installation of seat plaques, updating and maintenance of online seat databases, and appropriate acknowledgement and communications with the donor and Advancement colleagues
- Working with Advancement Stewardship, ESM Financial Aid and the Eastman Community Music School, oversee the annual preparation of stewardship letters for scholarship donors from Eastman student recipients

25% Events Management

- Maintain Eastman's event activities on the Advancement Intranet
- Manage invitation lists and RSVPs for events
- Arrange rental and catering details with venues
- Create nametags

20% Data Management

- Serve as department "expert" on usage of the OASIS system with responsibility of complete knowledge of the OASIS donor database
- Oversee the preparation of customized reports and lists to help colleagues identify alumni and prospects, prepare invitation lists, plan visits and track gifts
- Ensure ESM Advancement activities are reflected in OASIS through entering contact reports

15% Writing and communications

- Develop alumni, student and donor profiles to be shared in Eastman communications (Eastman Notes, EastmanMAIL, website, social media, etc.)
- Serve as liaison to Eastman's Communications department for disseminating advancement news
- Craft notes from the dean to congratulate alumni on recent achievements
- Provide writing support for fund development programs, grant proposals and ad hoc correspondence for various projects

10% General office and other duties as assigned

- Complete requests from alumni or other constituents at the discretion of senior department staff
- Coordinate special projects as assigned by the Executive Director of Advancement
- Cover front-desk reception when needed

5% Faculty and Staff Campaign

- Track Advancement progress on soliciting leadership gifts from faculty and staff
- Coordinate messaging with the Director of Faculty and Staff Giving for any Eastman-specific mailings

REQUIREMENTS:

- Bachelor's degree with 2-3 years of experience including some writing

SKILLS:

- Outstanding oral and written communication and customer service skills, including direct interpersonal skills
- Excellent organization, project management, and proofreading skills, with an ability to manage and prioritize multiple projects with keen attention to detail
- A personal belief in mission, goals and objectives of private higher education
- Ability to work as a member of a team to accomplish objectives
- Occasional travel; some evening and weekend work
- Familiarity with database management, list production, and data analysis
- Demonstrated ability to work with volunteers and donors
- A general knowledge of institutional fundraising is preferred
- Flexibility – given the changing demands of executing a comprehensive capital campaign, responsibilities within this position may change