

SECRETARY IV, URMIC Academic Programs
University of Rochester Medical Center Advancement

Position Description

- Position will assist the URMIC Academic Programs team with planning and implementation of the URMIC alumni relations and donor-related programs and events. The position will report to the Director for URMIC Academic Programs and work directly with the Director and Assistant Director for Alumni Relations. The Secretary IV will also be a part of the URMIC Academic Programs administrative staff and under the direction of the Administrative Assistant will attend administrative staff meetings and when necessary perform other administrative duties.
- This position requires excellent organizational skills, good interpersonal communication skills, significant attention to detail, excellent computer skills, and strong written and verbal communication skills. Must have the ability to work in a very fast-paced environment.

Specific Responsibilities

(30%) Administrative Support for Larger Events – will provide administrative support for larger events executed by the Academic Programs team to include:

- List management, pre-event planning meetings; event memos; event timeline planning; calendar management; invitation process; registration and RSVP's; event set-up and operational planning; briefing materials; preparation of event materials; day-of event responsibilities including preparation of executive level briefings, registration set up, signage preparation; event acknowledgements; follow-up and future planning.
- Will work hand-in-hand with Advancement staff and lead volunteers to successfully execute events.
- Mailings (invitations, solicitations), e-communications, digital media, and phone calls as required for each event.
- Will assist members of the Academic Programs team with the execution of larger programs and events.

(30%) Event Planning & Management - will take the lead on specific smaller events, being the main point of contact for pre-event planning, event execution and event follow-up.

- Pre-event planning meetings; volunteer management; event memos; event timeline planning; calendar management; budget tracking; invitation process; registration and RSVP's; confirmation and pre-event follow up; briefing materials; preparation of event materials; event set-up and operational planning; day-of event responsibilities including check-in and name tags; event summaries; finance and attendance reports; financial reconciliation; gift processing; event acknowledgements; event tracking in OASIS; follow-up and future planning.
- Must be able to work with the Director and Assistant Director of URMIC Academic Programs Alumni Relations to develop a set of standard operating procedures for event planning and execution.
- Will work hand-in-hand with Advancement staff and lead volunteers to successfully execute events.

- Will develop a strong understanding of OASIS to use reporting tools to help identify major gift prospects as related to events.

(20%) Utilization of OASIS for Event Management - will be responsible for the proper event planning and tracking of events in OASIS to include:

- In coordination with data teams, data mine and pull strategic lists of constituencies to be engaged for targeted events and programs.
- Insure proper coding of allocations, accounts, premium coding, projects coding, and appeal codes for each event.
- Process gifts and other event revenue for URM C events.
- Enter the proper event coding for all invited guests and those in attendance for URM C events.
- Will assist in the management of volunteers as well as interface with Administrative support staff to execute clerical duties as they relate to programs and events.

(5%) Expense processing and ledger review

- Will process all expense documents associated with URM C Academic Programs events to insure accurate, timely processing of event expenses.
- Will perform monthly tracking of event expenses to departmental ledger in conjunction with the URM C Academic Programs Administrative Assistant.

(5%) Maintain preferred vendor listing

- Maintain and update preferred vendor listing of various vendors and caterers approved as preferred vendors for URM C events.

(5%) URM C Online Events Calendar Maintenance

- Day-to-day maintenance of all internal and UR-wide calendars. Dissemination of upcoming event details to appropriate audiences.

(5%) Other Duties

- Other duties as assigned by the Sr. Asst. Vice President for URM C Academic Programs, the Director, and the Administrative Assistant.

Basic Requirements

Bachelor's degree and two to three years of development experience, preferably in an academic medical center, or an equivalent combination of the aforementioned. Excellent skills utilizing Microsoft Office products. Ability to communicate well in writing and verbally.